TO WHOM IT MAY CONCERN

I am applying for any position suitable to my qualifications. I believe you would find that my drive and determination would make a strong contribution towards your organization.

I am keen to work with your organization as it would provide an environment fostering growth and development, also to contribute to the efficiency and effectiveness of your organization in today’s competitive environment.

As a graduate, my professional job experience is necessary limited. However; I believe that you would find any previous employer of mine verifying that I exhibit intelligence, initiative, and stability.

I truly believe that I can be a great, trustworthy asset to your organization.

Enclosed is a copy of my resume.

I look forward to meeting you for a personal interview.

Thank you for your consideration.

**Respectfully,**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Kadisha Garcia.**

My aim is to gain professional experience and to use my present knowledge and experience to be an asset to your company.

**SKILLS**

* Team work skills
* Communication skills
* Proper time management skills
* Sales and customer service skills
* Punctual attendance
* Computer literate
* Telephone and email etiquette

**WORK HISTORY**

**Receptionist,** September, 2013- January, 2014.

* **Phoenix Dental Clinic -** California.
* Making and confirming appointments for patients.
* Filing and Invoicing documents.
* Data Entry.

**Floor Associate,** June, 2012- September, 2012.

* **Super Pharm -** Endeavour.
* Assisting customers.
* Organizing shelves.
* Reports to supervisor.

**EDUCATION/ TRAINING:**

**School of Practical Accounting** *June 2013- September 2013*

* Junior Accountant (Awaiting Exam)

**Y.T.E.P.P Chaguanas Training Academy** 2011-2012

* Childcare Attendant

***CXC General Proficiency***

***CHAGUANAS SENIOR SECONDARY*** *2011-2012*

* Human Social Biology ( Grade 4)
* Mathematics (Grade 5)

***A.S.J.AGIRLS’ COLLEGE, CHARLIEVILLE -*** 2005-2010

* Electronic Document Preparation and Management
* English A
* Office Administration
* Social Studies

**REFEREES:** (1) MERVYN RAMROOP

Recruiting Officer (W.A.S.A)

#13 Tom Street, Longdenville.

CONTACT: 1 (868) 689-8321

(2) DR. DYLAN PARTAP

Dental Surgeon (Phoenix Dental)

820 Southern Main Road, California. Point Lisas. Trinidad and Tobago.

CONTACT: 1 (868) 374-8162