**ANNALISA M. DINDIAL**

**ST. CECELIA STREET, TUNAPUNA**

**C: 302-2159 |** [**annalisa.d143@gmail.com**](mailto:annalisa.d143@gmail.com)

Dear Sir or Madam,

**Re: Application for Employment**

A pleasant day to you. This letter is to formally introduce myself, my name is Annalisa Dindial and I have great interest in becoming a part of your establishment. The enclosed resume will provide you with information regarding my overall employment background, training, education and skills. My work abilities are backed up with experiences and knowledge. I assure you that I can successfully accomplish any obligations of any responsibility upon your company.

I believe in excellence and have always dedicated myself and my talents to assure the successful accomplishment of any company goals. My positive attitude and willingness to give my all makes me a valued asset to any organization that would employ me. I am confident that my skills will be an asset and have a favourable impact in your organization.

I look forward to hearing from you in the near future and hope to learn more about your company, its goals and plans and how I may be able to contribute to its continued success and growth. Thank you for your time.

Yours respectfully,

**ANNALISA M. DINDIAL**

**ANNALISA M. DINDIAL**

**MALABAR, ARIMA**

**C: 302-2159 |** [**annalisa.d143@gmail.com**](mailto:annalisa.d143@gmail.com)

**OBJECTIVE**

To obtain business knowledge of the day-to-day work of a business through a full time job and/or job shadowing experience.

**PERSONAL INFORMATION**

Date of Birth: 11-06-1997

Marital Status: Single

Nationality: Trinidadian

**EDUCATION**

BACHELORS OF EDUCATION

The University of Trinidad and Tobago

*Valsayn*

*| Current*

HIGH SCHOOL DIPLOMA

St. Augustine Community College

*|2014*

|  |  |
| --- | --- |
| *English A* | *I* |
| *Mathematics* | *III* |
| *Principles of Business* | *I* |
| *Information Technology* | *II* |
| *Social Studies* | *II* |
| *Biology* | *III* |

**WORK HISTORY**

LAND SETTLEMENT AGENCY- ON THE JOB TRAINING

Data Entry Clerk

*| 2014- 2015*

KAUR COLLECTIONS LTD.

Customer Service Representative

| *2016*

**SKILLS**

|  |  |
| --- | --- |
| * Communication Skills | I possess excellent communication skills and can speak appropriately with a wide variety of people, whether it be getting a point across or explaining a situation. |
| * Teamwork | I work well with others. I am a very friendly and approachable individual that has the ability to accomplish any given task with persons of every genre. |
| * Computer Literacy | I have always been excellent at using the computer. I am a fast typist and tend to understand both basic and advanced functions of the computer system. |

**INTERESTS**

* Researching
* Swimming
* Socializing