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The Human Resource Manager

**RE: APPLICATION FOR EMPLOYMENT**

TO WHOM IT MAY CONCERN

I would like to express my interest in an entry-level position or any existing vacancy suitable for my qualifications. I have acquired practical working experience, possess good communication skills, can adapt to any situation and I am a fast learner.

I am an individual with a strong desire to succeed, open-minded and also willing to work hard for personal advancement as well as the advancement of the company. I am determined and confident, competitive when necessary and an encouraging team player while maintaining a pleasant personality. In me, you’ll discover an honest, reliable, detail-oriented, professional, extremely hard-working employee who is able to work within deadlines and under pressure.

After reviewing the enclosed resume, I would appreciate the opportunity to meet with you and explore any possible job opportunities at your company. If given the chance, I am willing to work diligently for the benefit of the company and its success. Should my application meet your approval, I am available for an interview at your convenience.

Any interest given to my application is greatly appreciated.

Yours respectfully,

…………………..

MS. DINELLE SPARKLE BAILLIE

**DINELLE SPARKLE BAILLIE**

#411 Erin Road,

Quarry Village,

Siparia.

868-376-3775

[sparkle.baillie.sb@gmail.com](mailto:sparkle.baillie.sb@gmail.com)

**OBJECTIVES:**

* To encourage others to push hard towards achieving their goals.
* To work exceedingly hard to complete given tasks.
* To set good examples for my fellowmen.

**EDUCATION:**

**Fyzabad Anglican Secondary (CXC) – Graduated June 2012**

* English A (1)
* English B (2)
* Mathematics (3)
* Social Studies (2)
* Int. Science (3)
* Spanish (3)
* POB (2)

**CIVILIAN CONSERVATION (COSMETOLOGY) – Graduated September 2015**

Grade D- Distinction

**EMPLOYMENT HISTORY**

**J&K Signature Styles – Customer Service Specialist – October 2015- October 2016**

* Answer telephone
* Organize stock
* Assist customers by dressing them and proving them with great customer service
* Cash customers
* Inventory

**Reference- Mr. Shastri Ramlogan (manager) 652-0124**

**R.E.A.L Services – Secretary – December 2014-October 2015**

* Make rosters
* Answer telephone
* Visit locations (when necessary)
* Email updates to clients
* Schedule meetings
* Assist in payroll
* Data entry
* Distribute uniforms and log books

**Mrs. Treverlin Davis-Guerra (C.E.O) 334-8974**

**Ma Pau Marketing- Marketing Assistant- June 2012- August 2012**

**HOBBIES AND INTERESTS**

* Reading
* Writing short stories
* Typing
* Surfing the web
* Watching football
* Netball
* Spending quality time with close friends and family
* Outdoor activities
* Hairdressing

**PROFESSIONAL SKILL - HAIRDRESSING (intermediate level)**

**REFERENCES:**

* Mrs. Treverlin Davis Guerra (C.E.O R.E.A.L Services) 3348974
* Mrs. Gizelle Morel (supervisor, CCC) 3053751