12th March 2018

Massy Stores

39A Wrightson Road, Port of Spain,

Trinidad W.I.

Dear Sir/Madam,

**Re: Application for Employment**

I am applying for the position of *Baker* that is available at your organization.

I am a very self-motivated individual and as a diligent, and a very confident individual my aim is to make a valuable contribution to any organization in which I am employed.

I consider myself hardworking, ambitious, honest and capable of becoming an asset. However, I am flexible, a fast learner and willing to face any challenge or task head on regardless of its nature.

My ability to adapt to any environment in which I am placed, will give me the opportunity to apply myself for the benefit of your organization. I can work alone with little supervision or in a team setting.

Attached please find my resume for your perusal. Should my application meet with your approval, I will be available to attend an interview upon request.

Yours respectfully,

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

Joanelle Telesford

**PERSONAL INFORMATION:**

Date of Birth: 4th February, 1980

**OBJECTIVE:**

To contribute to a reputable company with the aim of ensuring quality and efficient service at all times.

**EMPLOYMENT EXPERIENCE:**

2011 – Present Cake House

Position Held: Chef/Owner

Responsibilities:

* Monitor and Control Labour,
* Inspect, Prepare and maintain kitchen for the execution of work,
* Provide information on methods and programmes to enable the completion of work,
* Determine resource requirements for work,
* Procedure ingredients, equipment and materials for the execution of work,
* Identify and obtain relevant information in order to plan work,
* Assign responsibility for roles and tasks necessary for the completion of work
* Record work related data to enable financial recovery
* Maintain professional and friendly customer service

2002 – 2007 Tobago Express

Position Held: Flight Attendant

Responsibilities:

* Maintain professional and friendly customer service,
* Maintain Safety and comfort to all passengers and crew

**EDUCATION:**

1985 – 1992 Ascension Anglican Primary School

1992 – 1997 Corpus Christi College

CXC General:

* English II
* Mathematics III
* Principle of Business II
* Principle of Accounts II
* Biology II

2007 – 2010 Trinidad & Tobago Hospitality & Tourism Institute

* Associates Degree in Culinary Management

**ADDITIONAL TRAINING:**

* Basic Life Guard Training
* Basic First Aid and C.P.R

**HOBBIES:**

* Traveling
* Hiking
* Fitness enthusiast

**REFERENCES:**

Mr. Mario Peters

Nautilus Caterers (Chef / Owner)

868-730-9777

Ms. Valerie Edwards

Human Resource Manager

Tobago Express

Johan Emanuel

Emanuetech Caribbean Co Ltd (Managing Director)

868-689-3984