## March 12th,2018

Dear Sir/Madam,

I do hereby submit my application for the **Data Entry Assistant** job opening, which was advertised on the organization's website. I strongly believe that my experience, education and skill set has put me in a position to meet the key competencies as described in the job description.

I have six years worth of work experience, mostly gained in a customer service based environment. During this period, my opportunity of working at the Ministry of Legal Affairs has widened my learning capabilities to a more knowledgeable capacity of working within an office environment. Formerly an On The Job trainee, at the Ministry of Education, my training was subjected but not limited to the duties of a public officer. I am a flexible team player; whether ear-marked or solo to any task and can adapt to various situations that may arise and handle any additional assigned duties whilst following all given instructions thoroughly and using my initiative, when necessary.

Enclosed is my resume for your review. I welcome the opportunity for an interview, once deemed suitable, to discuss further skills, previous work experience and what I have to offer this organisation.

Thank you for your consideration.

Yours Respectfully

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Ms. Jennisha Assoon

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| 45 Hoyte Avenue, Maturita, arima |
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***Jennisha Assoon***

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| **OBJECTIVE** | |
|  | As an enthusiastic, goal-oriented and cooperative individual, I am seeking an opportunity to work in an environment that utilizes the skills and abilities that are demonstrated to be necessary for the duties performed at your organization. |
| **EDUCATION** | |
|  | Arima North Secondary 2005-2011 |
| **SUmmary of qualifications** | |
|  | English A Grade II  Visual Arts Grade III  Social Studies Grade III  Integrated Science Grade III |
| **Education** | |
|  | Currently undertaking CXC Mathematics |
| **Work experience** | |
|  | Wonderful World 2011-2012  Position: Sales Representative  Ministry of Legal Affairs 2012-2013  Position: Clerical Assistant  Massy Stores(Hilo Food Stores) 2013-2014  Position: Cashier  Caribbean Airlines Duty Free  (Katerserv Ltd) April 14th 2014 - August 23rd 2014  Position: Cashier  Ministry of Education 2015 to 2017  Position: Data Entry Clerk |
| **references** | |
|  | Mr. Gary Moses  Caribbean Airlines  Flight Operations Manager  368-5502  Ms. Vanessa Holder  Customs & Excise  Guard II  721-9676 |
| **Skills** | |
|  | Cosmetology (self taught) |
| **hobbies** | |
|  | Modelling  Hairdressing  Football  Reading  Dancing |

Trying new cuisines