#19 Farnum Village,

Dandarge Trace,

Guaracara.

746-9904

The Human Resource Manager

Dear Sir/ Madam,

My name is Natalia Chan. I wish to apply for the available position at your establishment.

I attend the Tabaquite Secondary School where I am about to write the Caribbean Advanced Proficiency Examination {CAPE}, unit 2. I wrote seven {7} Caribbean Examination Council {CXC} subjects in June 2016 and I obtained a full certificate. In addition, I have four {4} CAPE unit 1 subjects.

I have been employed during the summer vacation of 2016 as a sales clerk at a jewelry store. I do hope that I’m given a serious consideration for this position and I look forward for this opportunity to work and learn at your reputable organization. I would be grateful for any position and do look forward to this great experience.

Please find enclosed, my résumé.

Yours respectfully.

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

NATALIA CHAN

Résumé

NAME: NATALIA CHAN

ADDRESS: #19 Farnum Village,

Dandarage Trace,

Guaracara.

PHONE: 746-9904

EMAIL: katya.kbc@gmail.com

DATE OF BIRTH: 12/29/1999

MARITAL STATUS: Single

MISSION STATEMENT: To absorb knowledge and apply it in my actions.

QUALIFICATIONS: June 2016 CXC

Biology (Grade Two)

English Language (Grade One)

English Literature (Grade Two)

Geography (Grade Three)

History (Grade Two )

Mathematics (Grade Two)

Social Studies (Grade Two)

June 2017 CAPE

Sociology (Grade Four)

English Literature (Grade Three)

Biology (Grade Four)

Caribbean Studies (Grade Two)

WORK EXPERIENCE: Three months- sales clerk at Ketan’s Jewelers

Conatct nos. :652-1258

INTEREST AND ACTIVITIES: Jewelry craft, baking, drawing

REFERENCES: Anil Basant

Lab Technician

468-9759

Miss. Boodram

Principal

636-2641