**Marcel Brooks**

36, Heritage Drive, Chin Chin Road, Cunupia, Trinidad & Tobago.

Phone: 1-68-766-2356.

E-mail: nabme041@gmail.com

12th March, 2018

Human Resource Manager,

**RE: Letter of Application**

Dear Sir/Madam:

I would like to express my interest in working within your organization. Having recently completed my secondary education in the field of Modern Studies, I am confident that I can be an asset to your establishment.

My secondary education in the field of Modern Studies includes the *Caribbean Secondary Education Certificate* (CSEC).

I have worked at Excellent Stores Limited which is the largest and only true department store in Trinidad and Tobago, and offers the widest selection of consumer packaged products throughout the country. Here, I gained a healthy appreciation of the workplace. As part of the sales team, my work experiences include: the replenishing of shelves, offloading of goods and assisting costumers.

I have enjoyed my work experience and I am eager to continue working. I assure you that I will dedicate my energies, skills and talents to the mutual benefit of your organization and myself. Attached to this letter is my resume for your perusal. I look forward to hearing from you at your earliest available opportunity. Thanking you in advance for your time and consideration.

Sincerely,

Marcel Brooks

MARCEL BROOKS

OBJECTIVE

To be employed in an organization where I can enhance my capabilities and develop in my field of choice while making a significant contribution towards the growth and development of my employers and colleagues.

ACADEMIC ACHIEVEMENTS

2011 - 2016 ASJA BOYS’ COLLEGE CHARLIEVILLE

*Caribbean Secondary Education Certificate (CSEC)*

* English A
* English B
* Integrated Science
* Mathematics
* Principles of Business
* Social Studies
* Spanish

WORK EXPERIENCE

15th October 2017 – Currently Excellent Stores Limited

***Sales Representative/ Porter***

* Assisting Customers
* Replenishing Shelves
* Offloading Goods

CAREER HIGHLIGHTS

* + Enjoys social activities, meeting people and making new friends
  + Lover of art in all its facets
  + Lover of animals

REFERENCES

* + Rhondall Feeles **BUSINESSMAN** 868**-**481-5762
  + Benison Jagessar **TEACHER 4** 868-496-1420