**Objective**

To secure any job position in order to save to attend university and experience can be gain

**Education**

St. Francois Girls’ College Belmont 2012-2017

CXC General Proficiency (Jan 2017) CXC General Proficiency (Jun 2017)

Principle of Business 1 Mathematics 1

Principle of Accounts 1

English A 2

Information Technology 2

Integrated Science 2

English B 3

\*Certificate of Participation from Colonial Fire Insurance Company

**Employment**

Zen and Ling Variety Store Sangre Grande November-December 2016

Colonial Fire Insurance Piarco Plaza July 2016

Margoes Variety Store Sangre Grande July-August 2015

Customer Service Representative

Duties Included

* Assisting customers with making purchase selection
* Replenished Shelves
* General CSR duties

**Other Skills, training and Co-Curricular Activities**

Customer Service Skills, excellent presentation skills, Computer literate team work proficiency.

Netball – was captain of the St. Francois Girls’ netball team

**References**

Pastor Herold Figaro Mr. Dion Hernandez

Pastor Police Officer

Coalmine New Testament Church Valencia Police Station

282-5583 / 462-9898 488-0704

Dear Manager,

**Re: Application for position qualified for**

I am applying for a position that my qualifications allows me.

I am the holder of a general certificate of education (CXC) and a certificate of participation from Colonial Fire Insurance Company.

At present, I am looking for a job in order to gain money to attend university. My previous Jobs helped me gain knowledge and experience which is quite diverse and I am equipped and anxious to take on any responsibilities.

My provided referees can attest to my skills, dedication to excellence, as well as my genuinely cordial personality and enthusiastic attitude, which are traits that have proven to be a pleasant benefit to past jobs and peers. I know my strong commitment to high ethical and professional standards would allow me to make a significant contribution to this workplace.

I would be very thrilled to be considered for an interview so please feel free to contact me if you would like to further discuss the value I can bring to your workplace.

Respectfully,

**Tousuite Dupigny**