Kim Francois,  
Lp 4 Olton Road,  
Arima.  
1-868-362-0245  
kimfrancois67@gmail.com

20th March 2018

**RE: Application for a Position within your company.**

Dear Hiring Manager,

As a young and self-motivated individual I am extremely interested in applying for a position within your organization.

I’m an excellent team player who possesses strong communication and organizational skills and also exude great self-confidence. These I firmly believe will be great assets to your company.

I would appreciate the opportunity to meet with you to discuss my application at an interview. I have attached a copy of my resume for your consideration. I can be contacted at all times on the details provided above.

Respectfully,  
  
MS. KIM FRANCOIS.

Resume

**Name:** Kim Francois

**Address:** Lp 4 Olton Road Arima

**Contact Number:** 868-362-0245

**Date of Birth:** 29th October 1998

**E-mail:** kimfrancois67@gmail.com

**Marital Status:** Single

**Education:** Arima North Secondary School (2011-2016)

**Certificates:** English A Grade 2

Mathematics Grade 3

Social Studies Grade 2

History Grade 3

HSB Grade 3

**Work Experience:** Nadine’s Auto World Accounting/Bookkeeping

**Skills/Capabilities:** Excellent and Effective Organizational, Communication and Interpersonal Skills

Compassionate and Responsible

Excellent Listening Skills

Computer Literate

Punctual

Work Oriented

Enjoys socializing and working with others

Efficiently handles various types of customers on a daily basis

Hardworking and Self-motivated individual

**Objectives:** To give the utmost satisfaction to the customer while doing my job as per the standards put forth by your organization.

**References:** Gladly Provided Upon Request