**#3 Mitchell Street,**

**Mahaica,**

**Point Fortin.**

Dear Sir/Madam,

To Whom It May Concern:

It is with great pleasure that I submit this application for employment. I am hopeful and enthusiastic that applying with your establishment will grant me an opportunity in getting the most appropriate job suited for me. I consider myself to be an assertive, capable and loyal team player, it should also be noted that I am an incredibly hardworking and trainable individual.

Attached, you will find a detailed documentation of my qualifications and experience.  
Trusting that my application receives a favorable review, I look forward to the interviewing process.

Yours Respectfully,**Gia Douglas**

*Résumé of*

**Gia Douglas**

#3 Mitchell Street, Mahaica, Point Fortin, TRINIDAD & TOBAGO

Telephone: +868-722-3026, +868-648-2781

*Email:giadouglas1@hotmail.com*

**Objective**: To obtain a position commensurate with my academic training and experience, and achieve the goals and objectives of the organization with devotion and hard work.

**HIGHLIGHTS OF QUALIFICATIONS AND EXPERIENCE**

Reliable, responsible, efficient and committed

Ability to work independently or as a cooperative team member

Remains calm and work well under demanding conditions

Interacts well with others

**WORK EXPERIENCE**

June- August 2014 Cashier- **Persads Grocery**

December 2014 Sales Clerk- **H&R Pharmacy**

**EDUCATION**

2009- 2014 Vessigny Secondary School

2002- 2009 Point Fortin Roman Catholic School

**QUALIFICATIONS**

**CXC Certificate**

* Physical Education 11
* English 11
* Office Administration 111
* Mathematics 111

**Certificate**

**ENSAFE**- Fire Watch

**NESC**- Computer Literacy

**NESC**- Advance Word

**REFERENCES**

**Roy O’Keif**  683-0868

**Petrotrin Retiree**

**Glen Ransome** 683-0908

**Senior Analyst**