67 Golconda Settlement,

Cross Crossing,

San Fernando.

22nd March, 2018.

**THE MANAGER**

Dear Sir/Madam,

I am seeking employment at your company/establishment, and would like to submit my résumé for a position.

I am eighteen (18) years of age and completed five (5) years of Secondary Education at Debe Secondary School and also completed my A levels at Pleasantville Secondary School. I have a reputation for my responsibility, completing my duties on time, honesty and hard-working ability, so it will be with my given duties to enable me to perform any given task entrusted to me with pride and dedication.

I can be reached anytime via email at [vashan.panchoo@gmail.com](mailto:vashan.panchoo@gmail.com) or my cell, 356-0842.

I am willing to be trained and I am immediately available for an interview. I look forward to speaking with you about this employment opportunity.

Thank you in advance for your kind consideration.

Yours respectfully,

Vashan Panchoo

**VASHAN PANCHOO**

**RESUME**

**Vashan Panchoo**

67 Golconda Settlement,

Cross Crossing,

San Fernando.

**Date of Birth;** 18th May, 1999

**Gender;** Male

**Tel;** (868) 356-0842

**Email;** vashan.panchoo@gmail.com

**Qualifications;** Principles of Business

Principles of Accounts

Office Administration

**(CXC)** Information Technology

Physical Education

Mathematics

English A

Integrated Science

Management of Business

Entrepreneurship

**(CAPE)** Physical Education and Sport

Communications Studies

**Education;** Pleasantville Secondary School (2016-2017)

Debe Secondary School (2011-2016)

Grant Memorial Presbyterian Primary School (2004-2011)

**Hobbies;** Football, Cricket, Badminton, Basketball, Drawing

**Background;** School Prefect

Sci-Eng Youth Club

News Letter Club

Drama Club

Art and Craft Club

Former Third Trinidad Sea Scout

Volunteer in 2017 National Secondary Schools Championship

**Awards;** Certificate of Participation in Carnegie Free Library Young Adult Holiday Camp 2012

Certificate of Business Studies

Certificate of Participation in Sanfest Visual Arts 2010

Lynley Lutchmedial Centenary Camporee Award

**References;** Shantie Seepaul; 363-3179 / Pratima Sankar; 374-2208