LP 101 Stuart Drive,

Chin Chin Road,

Chin Chin,

Cunupia

1-(868)-734-5552

[celineleid@gmail.com](mailto:celineleid@gmail.com)

April 11, 2018

Massy Stores

Human Resources Department,

39A Wrightson Road,

Port of Spain,

Trinidad,

West Indies

Dear Sir/Madam,

                        I hereby submit my application for the job vacancy for pharmacy assistant as advertised by your company. I consider myself a friendly, hardworking, committed, cheerful, tenacious, assertive and loyal individual that will be a very great asset to the organization. I love learning new concepts and procedures and can adapt easily and quickly to any environment. I welcome any new challenges and view them as part of the growing experiences in life. I will strive to do the best at whatever I do and count it a privilege to offer my services to the mutual benefit of the organization as well as myself.

 If my application is accepted I will dedicate my energy, ability, skills and talents for the mutual benefit of your organization and myself. I would like to thank you in advance for your kind consideration.

Yours Respectfully,

Celine Leid

Name: Celine Leid

Date of Birth: April 05, 1997

Address: LP 101 Stuart Drive, Chin Chin Road, Chin Chin, Cunupia

Telephone: (868)-734-5552

Health: Good (no allergies)

Education: El Dorado West Secondary School (2009-2014)

                  St. Augustine Secondary School (2014-2016)

Qualifications: CXC

English  2

Electronic Document Preparation and Management 1

Economics 2

Mathematics  2

                        Principles of Accounts 2

                        Principles of Business   2

                        Social Studies 2

Visual Arts 3

Cape A ‘Level

Accounting 2

Communication Studies 3

Management of Business                          2

Skill: Command of Microsoft Word, Excel, Database, Power Point and Access

Activities: Peer Support Helper, Sagicor Visionaries Challenge, JRW Foundation Volunteer

Experience: Customer Service Representative, Yi Hing Chinese Restaurant (April 04, 2016 – Present)

References: Miss Charlene Carrington - (Vice Principal of St Augustine Secondary School 764-7783)

Mrs. Jasmin Wu – (Owner of JRW Foundation 493-5615)