Le’Shaunda Borel

#7 Massey Street,

Scotland Drive,

Cocoyea,

San Fernando,

Trinidad and Tobago.

18th April, 2018

39A Wrightson Road,

Port of Spain

Trinidad W.I.

Dear Sir/Madam,

I have penned this letter to express my interest in acquiring a position for vacation employment at Massey Stores. I am 20 years of age and currently a first year medical student of the University of the West Indies, Cave Hill. I do believe that I possess the necessary skills and professionalism required to be employed in your organization and the ability to use these qualities to efficiently perform in the work environment.

I would describe myself as a hardworking individual accompanied by an amiable and optimistic demeanor allowing me to adapt quickly any situation. These qualities along with my experiences in many positions of leadership are assets which have provided me with the ability to work well with peers as well as those in authority.

My main objective is to gain work experience and I also hope to develop and refine my skills within a working environment.

I believe that my ability to work extremely well with people and my positive attitude towards even the most challenging of situations makes me an asset to your establishment. I would greatly appreciate the opportunity to meet with you at your convenience to discuss my qualifications in further detail. Please feel free to contact me using the contact details provided in my attached resume below. I thank you in advance for your consideration and I anticipate your response.

Yours sincerely,

Le’Shaunda Borel.

LESHAUNDA BOREL

Contact:

Home: +1 (868) 652-0696

Cell: +1 (868) 499-4795

Email address: [leshaundaborel@gmail.com](mailto:raegine.lovell@gmail.com)

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| Objective | | |
| I am a reliable and hardworking individual. My goal is to gain work experience. My education and undertaking of numerous leadership roles in the past have taught me the skills and discipline that can enable me to be an excellent employee. I also have great interpersonal skills that enable me to communicate well with others. | | |
| Education | | |
| **Secondary Education**- St. Joseph’s Convent, San Fernando (2009- 2016)  **Tertiary Education**- Bachelor of Medicine, Bachelor of Surgery (MBBS) - UWI, Cave Hill. (YEAR 1) |  | |
| CAPE UNIT 1 (A Levels):   * Biology- 1 * Caribbean Studies- 1 * Chemistry- 2 * Physics- 2   CAPE UNIT 2 (A Levels):   * Biology- 1 * Communication Studies- 1 * Chemistry- 2 * Physics- 1   CSEC, CXC (O Levels):   * English A- 1 * English B- 1 * Mathematics- 1 * Additional Mathematics- 1 * Geography- 1 * Biology- 1 * Physics- 1 * Chemistry- 1 * French- 2 | | |
| Skills & Abilities | | |
| Leadership:   * Chief Financial Chair (Elect) of the Medical Student’s Association Executive (2018/2019) | |  |
| * I was elected as President of the Interact Club of SJCSF, supervised by the Rotary Club of San Fernando. So too, I held the role of Secretary of the 3rd San Fernando Senior and Ranger Guides. These roles of leadership strengthened my ability to successfully handle various tasks simultaneously whilst practicing impeccable interactive skills. * I was captain and secretary of my House (Blessed Anne Marie) at school whilst in Lower 6 and Form 5 respectively. These positions required me to lead a large group of 150+ students through a series of competitions and other activities. Carrying out such duties greatly contributed to the development of my organizational and leaderships skills and also enhanced my interpersonal skills. * I have been an active member of the Girl Guides Association of Trinidad & Tobago (GGATT) for over 14 years; and I am currently a member of the National Youth League of the People’s National Movement, where I recently spearheaded a committee which raised funds for those affected by storm Bret in our constituency.   Skills & Abilities  Other Acievements   * Student Council Representative SJCSF (2013) * Sagicor STEM Visionaries Challenge- First Runner-up (2013) * Representative for St. Joseph's Convent San Fernando- Caribbean Youth Science Forum (2015) * San Fernando’s Interactor of the Year Award (2016) | | |
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| Communication: |  | |
| * I am quite skilled in communicating with others and I'm very approachable and accommodating to all. I am able to express with clarity and efficiency. * I have been involved in many community service projects through the 3rd San Fernando Senior and Ranger Guides, namely at Hope Centre in San Fernando, as well as the Soroptomist Home for Aged Women which required me to visit young children and the elderly alike and interact with them. This has developed my ability to relate and interact with a wide variety of individuals and age groups such as the children and their parents.   HOBBIES & INTERESTS   * I have competed many years in the bi-annual Music Festival of Trinidad and Tobago and was a vocal solo finalist as well as a choir participant in the recently concluded festival of 2016. My passion therefore is music whether singing or just listening to the various genres of music. I also enjoy travelling, camping, hiking, swimming and volleyball, each of which I do as often as possible. * I am an active Girl Guide and have been a part of the Girl Guides Association of Trinidad and Tobago for the past 12 years. This has allowed me so many experiences and great opportunities that have contributed to my holistic development. It has also prepared me to be able to adapt in the toughest and most trying situations. | | |
| **REFERENCES:**  **Mrs. Deborah East**  Vice Principal and Captain of 3rd San Fernando Senior and Ranger Guides  St. Joseph’s Convent, San Fernando,  Harris Promenade,  San Fernando.  +1 (868) 399-8950  debraeast@hotmail.com  **Ms. Keiba John**  Dean of Sixth Form  St Joseph’s Convent San Fernando,  Harris Promenade,  San Fernando.  keibajohn@gmail.com  **Ms. Dionne Nymn**  Head of Science Department  St Joseph’s Convent San Fernando,  Harris Promenade,  San Fernando.  +1 (868) 684-3840 |  | |