Chelsie Cox

17 Jack Street,

Marabella.

24th April 2018

Human Resource Manager,

Massy Stores.

Dear Sir/Madam

I am writing this letter to express my interest in temporary employment at your organisation. I am presently a first-year student of the University of the West Indies (UWI), St Augustine, reading for a Bachelor of Laws. I also spent a year reading for a BSc Management Studies but switched to the faculty of law at my institution. I hope to further my business aspirations through studying corporate law in the future.

I am eager to join your organization not only for my personal development but also to positively contribute to your organization.

On my resume attached, you will find a summary of my academic performance as well as my past work experience.

I am looking forward to a response and I hope we will have a mutually beneficial relationship in the future.

Yours respectfully,

Chelsie Cox.

**CHELSIE COX**

868-320-1702

[chelsiecox98@gmail.com](mailto:chelsiecox98@gmail.com)

**OBJECTIVE**

An enthusiastic law student eager to obtain a position within your organization to gain knowledge and new skills which will help me to develop as an employee as well as make a positive impact on your organization.

**EDUCATION**

**University of the West Indies St. Augustine**

Bachelor of Laws September 2017- Current

**San Fernando Central Secondary School San Fernando**

CAPE: Management Studies May/June 2016

Economics

Sociology

CSEC: 8 Subjects May/June 2014

**WORK EXPERIENCE**

**UWI, St. Augustine Student Usher September 2016- Present (Part-time)**

* Escorted and directed guests to their seats before a ceremony

**Sun Tixx Caribbean Ticket Inspector September 2016- Present (Part-time)**

* Entrusted to scan and approve tickets at major sporting and entertainment events
* Shared and communicated accurate information with event goers

**SNS Hardware Ltd. Sales Clerk November - December 2015 (Vacation)**

* Sold and billed customers for items purchased
* Interacted with customers and clients

**CO-CURRICULAR/VOLUNTEER EXPERIENCE**

Member of the Law Society UWI, St. Augustine 2017- present

* Sports committee

Volunteered at the Caribbean Court of Justice International Law Moot Competition 2018

* Researched and sourced relevant cases and statutes for teams
* Assisted in the organisation of the competition
* Assumed the role and duties of the deputy registrar of the CCJ on the day of the competition

Student Career Facilitator at the University of the West Indies 2017/2018 academic year

* Critiqued resumes of the student population
* Administered System of Integrated Guidance and Information (SIGI3) sessions (Career assessment programme)
* Occasionally assisted the staff at the Lloyd Braithwaite Student Administration Building

**COMPUTER SKILLS**

Basic knowledge in Microsoft Word, Microsoft Excel and Microsoft Power point

**CERTIFICATIONS**

Certificate in Lexis Library Online Research

Certificate of participation in the Tenth Annual CCJ International Law Moot

Certificate in Executive Transition Programme (Professional development workshop series)

Certificate in Public Speaking from the University of the West Indies

Certificate in Business Studies from Caribbean Examinations Council