**MISSION STATEMENT:**   
To gain useful experience in the world of work and to also use my current knowledge and skills usefully and meaningfully not only for my personal development but to enhance the organisation in which I work.

**DATE OF BIRTH:** 28th November, 2000

**EDUCATION:**

Arima North Secondary School 2012-2017 Caribbean Examination Council (CXC)

English (II) 2017

Information Technology (I.T) (III) 2017

Youth Training Employment Partnership Programme (YTEPP) 2017-2018 Child Care Attendant (NEC certificate pending)

**REFERENCES:**

Dianne Mayers Marina Lewis   
Tutor Corporate Service Employee & Church Youth Director (GMCC)  
#14 Cross Street, Sangre Grande Banyan Street, Malabar, Arima   
(868) 294-4178 (868) 783-4521

Shay Gonzales   
Student (School of Accounting & Management)   
#6A Mausica Lands, Arima  
(868) 326-0326

Dear Sir/Madam,

I would like to show my deepest interest in fulfilling this vacancy. I was a student of Arima North Secondary School class year 2017 where I achieved by CXC passes. I have just completed a six month course with the Youth Training Employment Partnership Programme (YTEPP) at the Valencia Centre, part time. I would like to seek this employment to build my knowledge in the world of work and endure new skills.   
I do not have a lot of working experience but I am familiar with dealing with the public where I have helped in a small family food business and where I have my own little business as a self-taught nail technician. I am familiar with proper standards, I love being organized and I learn new procedures quickly.   
I hope that I can be chosen for this position and to serve you and your customers very well and increase your business by maintaining a high standard performance for customer satisfaction. My resume and references are attached to the following page. Please feel free to contact me at your convenience.

 Thanking you in advance for your consideration,

Charity Martinez