Friday 5th January, 2018

The Human Resource Manager

Dear Sir\Madam

I am writing today to submit my resume in application for employment in your organization.

My name is Kiana Lewis, I am a mature female that can easily adapt to a wide variety of situations and is able to manage various responsibilities while nurturing necessary lines of communication with others. I am extremely hard-working and always willing to learn new things and take up new responsibility. Please feel free to contact me at anytime, I am available for phone conversation or office visit.

Thank you very much for your time and consideration.

Please see my resume for ease of reference.

Yours Respectfully,

\_\_\_\_\_\_\_\_\_\_\_

Kiana Lewis

Kiana Lewis

Age: 19

Apt #5, Cezanne Building, La Goya Development

Goya Street,

El Dorado.

Phone: 1(868)308-4798

Email: [kadysha\_lewis@hotmail.com](mailto:kadysha_lewis@hotmail.com)

**EDUCATION**

El Dorado West Secondary School (2010-2015)

CXC LEVEL – General Proficiency

* English A (1)
* Information Technology (2)
* Mathematics (2)
* Principles of Business (2)
* Theatre Arts (2)

El Dorado East Secondary School (2015-2017)

CAPE LEVEL – Advanced Proficiency

Lower 6

* Management of Business, Unit 1 (5)
* Caribbean Studies, Unit 1 (4)

Upper 6

* Communication Studies (4)
* Entrepreneurship, Unit 1 (4)
* Entrepreneurship, Unit 2 (3)
* Information Technology, Unit 2 (4)
* Management of Business, Unit 1 (4)
* Management of Business, Unit 2 (5)

**Experience**

* 360 Marketing & Consulting

12th September 2017- 14th November 2017

● iQor

31st January 2018 - 18 February 2018

**REFERENCE**

Roxanne George

St Ann’s Psychiatric Hospital

Nurse

1 (868) 309-4457

Aaron Young

Trinidad & Tobago Prison Services

Prison Officer

1 (868) 353-5241