Pl#53B1 Paramin Hill,

Maraval

3rd May, 2018

Dear Sir/Madam,

I would like to be considered for any available position at your organization. I do believe that it will be an honor to become a part of your organization.

I am currently pursuing my bachelor’s in communications, I intend to complete this by July 2020. I do have experience in the working world and a precise skill in customer service, also, I am someone who loves to expand her knowledge in every way possible to enhance my skills.

As a result of my work experience and academic qualifications, I have developed an exceptional ability to use well-developed problem solving and analysis skills to effectively resolve various issues in the work environment; I’ve also developed a strong ability to multi-task and can communicate effectively.

Therefore, I believe I would be a valuable asset to your company and would welcome the opportunity to meet with you for an in-depth interview. Thank you for your review and consideration, I look forward to hearing from you soon.

Sincerely,

Ms. Jandell Dianne Romany

***Jandell Dianne Romany***

***Pl# 53B1 Paramin, Maraval***

***Cell:301-1885***

Email: jandellromany@yahoo.com

***ACADEMIC QUALIFICATIONS:***

University of The West Indies: - Currently pursing BA Communications (expected date of completion July 2020)

St. Francois Girls’ College: - CSEC ‘O’ level (2015) Grade

Mathematics 1

English language 1

Integrated Science 1

Spanish 2

History 2

Principles of Accounts 1

English Literature 1

Geography 2

St. Francois Girls’ College :- Cape Unit 1 (2016)

Geography 3

Environmental Science 2

Spanish 4

Caribbean Studies 2

St. Francois Girls’ College :- Cape Unit 2 (2017)

Geography 3

Environmental Science 2

Spanish 4

Communication Studies 2

***WORK EXPERIENCE:***

Cashier July- August(2015):- Massy Stores

Duties:- Cashing

Front Staff July – August (2016):- Superpharm Ltd

Duties:- Parking shelves and attending to customers

Staff/ Supervisor– June- September(2017):- Dairy Queen

Duties:- Making DQ products, Opening and Closing store and taking stock

***KEY SKILLS AND COMPETENCIES:***

Proficient in Microsoft office Ability to communicate effectively

Can work well in teams as well as independently. Strong ability to multi-task

***Hobbies:***

Piano

Writing monologues

***References***

Ms. Archer

Teacher

St. Francois Girls’ College

Cell: 399-4667