**LP#13 31 St. Mary's Village,**

**South Oropouche.**

**14th. April, 2018.**

Dear Sir/Madame,

I, Latifa Cummings, am applying for a position as a clerk or any other position available that coincides with my qualifications and experience. I would appreciate the opportunity to utilize and improve my abilities and skills, in addition to increasing my knowledge in the field of business. Alternatively, I am willing to be admitted in a training program, should you have one.

I am applying to your company since I believe that it is a dynamic and growing organization, to which I can make a valuable contribution as well as gain useful experience. Therefore together with my excellent communication and team work skills along with my sense of responsibility, reliability and initiatives, I may one day win a promotion to greater responsibilities.

Enclosed are details of my qualification and experience.

I shall be willing to attend an interview at your earliest convenience.

I do look forward to a favorable response.

Your’s respectfully,

**LATIFA CUMMINGS.**

Resume.

*Latifa K. N. E. Cummings.*

*LP#13 31 St. Mary's Village, South Oropouche.*

*Contact #: Cell (868)2733708 (868)3455058*

*Email: keishacummings943@gmail.com*

**Objectives:**

* To facilitate my general progress.
* To improve your company with my immediate employment.
* To provide and make use of my skills and services to our country.

**Qualifications:**

* Excellent Analytical Skills.
* Excellent personal motivation with the ability to work in a strong team environment and independency.
* Strong Computer Skills in Researching and Microsoft Office Suite.
* Excellent prioritizing, organization, decision making and time management skills.
* Courteous, professional and tactful.

**Education:**

* 2008 – 2011 Rio Claro College.
* 2011 – 2014 Northeastern College.

***Results:***

|  |  |  |  |
| --- | --- | --- | --- |
| 2013 CXC O’ Levels | | 2014 CAPE A’ Levels | |
| Subject | Grade | Subject | Grade |
| English A | 1 | Caribbean Studies | 2 |
| English B | 1 | Sociology | 2 |
| Social Studies | 1 | History | 3 |
| Mathematics | 2 | Literature in English | 4 |
| Human and Social Biology | 2 |  | |
| History | 2 |
| Spanish | 3 |
| Geography | 3 |

***Other Qualifications*:**

Computer Literacy, Basic Programming, Microsoft Office Suite.

|  |  |  |  |
| --- | --- | --- | --- |
| Basic Computer Literacy | | | |
| Modules | Theory | Practical | Attitude |
| Microsoft Access | A+ | A+ | 4 |
| Microsoft Excel |  | | |
| Microsoft Power Point |
| Microsoft Word |

**Experience:**

* 2017 October- 27th February 2018, JTA Supermarket, Cross Crossing, CSA, +(868)657-9074.
* 2016 March-November, Cubjoe's, Siparia, All rounder.
* 2015-2016, Japs Fried Chicken, Fyzabad, Cashier, +1(868)320-1532.

**Personal Information:**

* Interests: Reading, Learning, Solving Puzzles, Surfing the Internet, Listening Music, Dancing, etc…
* Reference; Gerald Mahabir, Teacher at Northeastern College, +1(868)668-2479.

Michelle Gualbance, Nurse at San Fernando General Hospital,

+1(868)329-2949.

Mr. Donnel Marcano, Supervisor at Nichossa Ltd, 1(868)348-8155.