

Cassy Frederick

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St. Lucia

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1st April, 2016

Mrs. Tammica Pitt
Human Resources Manager
Cassidy & Co. Ltd
P.O box 1234
Castries

Dear Mrs. Pitt:

I am writing to express my interest in acquiring a position in the Administrative/customer service and retailing Department in your establishment. I am on my final year at the institution of Sir Arthur Lewis Community College and enrolled in the Business Administration Program for which I will receive an Associate degree soon.

I am currently enrolled in an internship program at CIBC First Caribbean International bank, Bridge Street St. Lucia. During the work attachment at the financial institution I was based in the customer service and retailing unit. I engaged in teller duties by serving customers using the branch teller system and assisting the tellers with their daily routine. I also worked with the branch Ambassador who mainly engages in reception duties. This internship program played a major role in enhancing my personal and professional development as I able to develop new skills whilst working with professionals in the banking industry while gaining confidence in my abilities.

While studying at Sir Arthur Lewis Community College; I attained a position on the Executive board of the Creole Heritage Club and this has helped me to develop initiative and the ability to work well with others. My recent work experience includes a summer job as office assistant and marketing personnel at an employment firm; where I had the responsibility of handling outgoing and incoming calls from clients, and informing persons about the company's offerings via the telephone. This allowed me to enhance my communication skills and acquire the skill in telephone etiquette.

In Addition; I also worked in my family business and learnt to deliver great customer service and the ability to cope with work pressures. Throughout this period I learnt how to be flexible in order to better meet my individual needs as a student and business needs of my family's business. If given the opportunity to form part of your reputable team, I can assure you that I will endeavor to uphold the high level of professionalism your firm is known for.

Enclosed is a copy of my resume for your perusal. I would be pleased to attend an interview at your earliest convenience. I can be contacted at the above telephone and email address. Thank you for your time and consideration.