

**Stephanie Witter
Mona Common
876-326-3904/876-843-0546
E-mail:- stephaniewitter2001@gmail.com**

Objectives:- To ascertain a position in your company, and to also use my skills to give assistance, and making your company better.

Education:- New Providence Primary (2007-2013)
Mona High School (2013-2018)
Pre-University (September 2018- June 2019)

English A 2.
English B 3
Social Studies 3
Spanish 3
Music 3

Experience:- Mona Social Services (MSS) (June - September 2017)
TAD Phone Repair and Accessories (September 2018)
A-One Driving School (May-June 2019)
Sutherland Global Services (September 2019- Present)

Skills:- Interpersonal Skills
Customer Service Skills
Communicative Skills
Administrative Skills
Computer literacy Skills

Reference:- Available upon Request

Stephanie Witter
Mona Common
Kingston 7.
Mona P.O
(876)326-3904/(876)843-0546
stephaniewitter2001@gmail.com

To whom it may concern

Dear Sir/Madam

I am writing to inquire if there is any vacancy in your company that matches my experience and skills. As you will note from the enclosed resume, I am a conscientious individual who works hard and pays attention to details. I'm flexible, quick to pick up new skills and eager to learn from others. I also have lots of ideas and enthusiasm and keen to work for a establishment with such a great reputations as yours.

Thank you for taking the time out to take a look at my resume and other attached documents. I can be contacted for an interview at anytime convenient to you, via phone at (876)326-3904/(876)843-0546 or email:- stephaniewitter2001@gmail.com

Yours Sincerely,

Stephanie Witter