P O BOX 9516

Nakasi.

The Human Resource Manager

Dear Sir\Madam,

 Re: any position available

Iam interested in exploring employment opportunities with your company and feel that I can make significant contribution to your company.

At present Iam unemployed. I have worked at furniture inspiration, mega structure of Fiji, jacks of Fiji, and city forex. I have completed advance certificate in computing and accounting.

Moreover, you will find me as a dedicated and a capable person and also a fast learner. I will perform any duties given to me to the best of my knowledge and abilities, thus I can work odd hours.

For further information, I have attached relevant documents together (CV) with this application. I hope to receive a chance to join your astonishing organization and take my career to a new height with the new upcoming challenges.

Thank you for your time and consideration and I will be glad to attend an interview any time convenient to you and I can be contact 9338121.

Yours faithfully

Evelin Joyce Lal.

Curriculum vitae

**Name**: Evelin Joyce Lal

**Date of birth**: 08/01/1993

**Marital status**: married

**Nationality**: Indian

**Postal address**: P O Box 9516 Nakasi

**Contacted**: 9338121

**Educational background**

**Primary education**

Lautoka Andhra primary school (1-8)

**Secondary education**

Lautoka Andhra Sangam College (3-6)

Certificate and advance certificate in computing and accounts

**Hobbies**

Reading, making friends, playing netball and helping.

**Working experience**

* Rups big bear (2 years) sales
* Jacks of Fiji (1 ½ years) sales
* Mega structure (accounts)
* Cityforex(business development manager and branch manager.)
contact on 9480768