

**MINISTRY OF EDUCATION**  
**SECONDARY ENGAGEMENT PROGRAMME**  
**SEPTEMBER 2020**

**WEEK TEN: LESSON TWO**

**SUBJECT:** English 'A'

**GRADE:** Eleven (11)

**TOPIC:** LETTER WRITING

Laura Singh  
Lot 13 Ashengrove  
Everglade  
18<sup>th</sup> September, 2020

Jeremiah Mathias  
Manager  
R. Briden & Company Ltd.  
Lot 24 Pierre Terrace  
Everglade.

Dear Mr. Mathias:

Ref: Application for the position of Computer Technician within your organization.

I have read your advertisement in today's Target Newspaper, inviting applicants for the post of Computer Technician in your firm, and wish to be considered as an applicant for the position.

I have included, in the attached sheet, details of my qualification and experience, and the names of two referees who are willing to provide you with any information on my character and ability.

I have a special interest in a secretarial career and I am prepared to work hard to enhance my qualification in this field.

I shall be willing to attend an interview if you find it necessary.

Thank you in anticipation of a positive response.

Yours faithfully,  
Laura Singh  
Laura Singh  
Applicant

## CURRICULUM VITAE

### LAURA SINGH

Name: Laura Singh  
Marital Status: Single  
Address: Lot 13 Ashengrove, Everglade.  
Date of Birth: 04<sup>th</sup> May, 1998  
Age: 22 years old  
Telephone Number: 592-223-7859 (Home)  
592-652-8735 (Cell)  
Email Address: [LauraSingh98@gmail.com](mailto:LauraSingh98@gmail.com)  
Education: Charlestown Secondary School 2010-2015  
Computer World 2015-2016  
University of Guyana 2016-2020

#### Qualification:

Subjects	Grade
English Language	1
English Literature	1
Caribbean History	2
Principles of Business	1
Principles of Accounts	1
Office Administration	1
Economics	1
Electronic Document Preparation and Management	1
Information Technology	1
Integrated Science	2
Social-Studies	1
Mathematics	1

Experience: Technician 111  
Gismoz and Gadgets  
Lot 78-79 Wellington and Robb Streets  
Lacytown

Telephone number: 592-227-7921  
2018-2020

Special Interest: Volunteering at Arthur's Elderly Home  
Volunteer with Peer Educators

Hobbies: Reading, Swimming, Singing

Referees: Michael Dayton  
Principal  
Computer World  
Lot 65 Middle Street  
North Cummingsburg  
Georgetown.  
Telephone number: 592-226-4700

Marly Munroe  
Supervisor  
Peer Educators  
Lot 89 Camp and Charlotte Streets  
South Cummingsburg  
Georgetown  
Telephone number: 592-225-6714

**Activity:**

In 200-250 word write a letter of application for the position of a Sales Representative at Nigel's Supermarket.

Address the letter to:

Nigel Martin  
Manager  
Nigel's Supermarket  
Lot 52 Light and Robb Streets  
Lacytown.