

## COVER LETTER

Jenefer Lavoie

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5073296237

06-13-2016

Hiring Manager's

Dear Hiring Manager,

I'm applying for a position at your company. Based on the posted description, I'm confident that I am fully qualified for the position and will be a strong addition to your team. I would appreciate a job interview at your earliest convenience.

Please find my resume attached.

I can be reached at the number above or at my email address.

Sincerely,

Jenefer Lavoie

Jenefer Lavoie

## **Jenefer Lavoie**

jeneferlavoie1982@gmail.com  
5053 weatherstone circle NW  
Rochester, Mn 55901  
Mobile : 5073296237



### **CAREER OBJECTIVE**

A very trustworthy, punctual, hard working driven individual who is looking to pursue a job career in an open field and use my skills and experience to help take the company to it's highest potential and succeed in every step forward! The skies the limit!!

### **ACADEMIC DETAILS**

- Cosmetology [Pursuing] with aggregate of 86% from Avalon school of cosmetology

### **WORK EXPERIENCE**

- Worked as Cashier Clerk in Hyvee Fuel Station from Jul 2015 to Dec 2015  
Role :Customer Service, Sales, prepared and brewed fresh coffee every hour, kept up and maintained order and organization, stocked shelves when shipment's came in, cleaned and dusted everything I seen fit for cleaning, I cooked fresh pizzas and set them out for the customers every 2 hours and handled currency.
- Worked as Office Management/Sales in Dyke's Auto Salvage from Jan 2010 to Jul 2015  
Role :inbound/outbound calls, organized all paperwork and put everything in files, filled out bill of sale forms for customers, made photocopies, labeled every single paperwork, ordered parts, called around to find best and cheapest deals on vehicles and parts, I filled out and posted to the vehicle the warranty and vehicle information, I also helped detail the vehicles and prepared them for the lot to be viewed and sold . Worked with Windows and Microsoft.
- Worked as Property Management in Richard and Susan Dyke from Jan 2011 to  
Role :Maintained anything that may be in need of fixing or repairing, collected rental payments every month from tenants, helped keep up with lawn mowing and trimmings. provided applications for people interested in renting the properties and making the final decision of them moving in, and if so collecting the down payments, deposits and first month's rent and provided copies to all tenants of that payment.

### **FIELD OF INTERESTS**

- Secretary/Receptionist

### **SKILLS**

- Bilingual- able to speak Spanish
- Word processor, Windows and Microsoft

### **STRENGTH & HOBBIES**

- Outstanding Customer Service
- Super in multitasking
- Very very quick to learn new things
- ALWAYS put 110% in everything i do
- Very neat and organized
- Punctual
- Love learning new things and then some
- Playing sports
- Love to problem solve so that everything can be better

### **REFERENCE**

#### **Kenneth Bradford**

Police officer  
507-421-9647

#### **Dan**

Hyvee manager

507-920-3291

**DECLARATION**

I hereby declare that all the details furnished above are true to the best of my knowledge and belief.

*Jenefer Lavoie*

(Jenefer Lavoie)