
Devina Datt

dattdevina@gmail.com

(209)604-6369

November 2020

Dear Hiring Committee,

I am enthusiastic about applying for this position. As I have had previous roles in the food industry and retail services, I believe that working those jobs has helped me acquire skills that are applicable in any work environment. Those jobs have helped me understand the power of communication and how it is necessary to be able to communicate concisely with your coworkers and customers. I can also manage multiple tasks as these jobs have required me to work the cash register, handle money, organize, and clean while managing the flow of customers. Aside from my previous jobs, I can work the Microsoft programs, which comes in handy since the workfield is relying more on technology. I feel with these fundamental skills that I can satisfy job requirements and work effectively not just by myself but with other people. I am excited about applying to this job because I think it will help me better understand the work field. It can help build on the skills I have already, along with gaining new skills. I believe there is always room to grow and I think that this is the best opportunity for me to do that.

Thank you for your time and consideration. I am looking forward to hearing from you.

Sincerely,

Devina Datt

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Skills

I can work at a cash register. Good with communicating with people. Can clean and get tasks done in a timely manner. Can use Microsoft programs.

Experience

Dairy Queen - Modesto, CA

Crew Member

May 2016 - July 2017

- Worked at cash register
- Customer service
- Cleaned
- Made ice cream orders and food

Halloween City- Merced,CA

Crew Member

October 2018 - November 2018

- *Organized and put things in the right place*
- *Worked at cash register*
- *Helped set up store*
- *Took inventory*
- *Cleaned store*

Education

Fred C. Beyer - Modesto, CA

High school Diploma

August 2013 - May 2017

Modesto Junior College - Modesto, CA

A.S. , Biological Sciences

Volunteer

Stanislaus County Library- Modesto, CA

- Organized books
- Cleaned book pages and covers
- Put misplaced books in correct area

Stanislaus County Animal Shelter- Modesto, CA

- Cleaned cages
- Filled up food and water bowls