

KENNETH ADAM

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A P P L I C A N T

COVER LETTER



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DAS, Toledo City, Cebu
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TO WHOM IT MAY CONCER:

Christian greetings to your good office.

I am writing to express my interest in applying for an open position. With my diverse background and experiences in Sales and Marketing, Human Resources, Project Management, and Administrative support, I believe I would be a valuable asset to your organization.

My first experience in the professional world was as a Sales and Marketing Junior Intern at Quest Hotel and Conference Centre. This role allowed me to develop strong communication and customer service skills, as well as a keen understanding of market research and analysis. Following that, I had the opportunity to work as a Human Resource-Trainee at the same company, where I gained valuable insights into recruitment processes, employee relations, and training and development initiatives.

After my time at Quest Hotel and Conference Centre, I joined Bravissimo, where I took on the role of Project Associate at Accenture. This experience honed my project management skills and further strengthened my ability to work collaboratively within a team. Subsequently, I worked as an Office Job (Optical Logistics) at Plastilens International Inc., where I developed excellent organizational and administrative skills, ensuring smooth operations within the office.

Currently, I am associated with DAS SK, headed by the SK Federation President, as an Admin Aide III. In this role, I serve as an integral part of the Bids and Award Committee (BAC) Secretariat, ensuring efficient and transparent procurement processes. And now currently a temporary PIO of Barangay DAS.

Throughout my career, I have demonstrated a strong work ethic, attention to detail, and a proactive approach to problem-solving. I possess excellent interpersonal skills and have consistently been commended for my ability to build positive relationships with colleagues and clients alike. I am a quick learner, open to new challenges and opportunities that allow me to expand my knowledge and skills.

I am confident that my diverse experiences, combined with my dedication and enthusiasm, make me a strong candidate for any role within your organization. I am eager to contribute my skills and expertise in helping to thrive and succeed.

Thank you for considering my application. I look forward to the opportunity to discuss how my qualifications align with your needs further.

Sincerely,

Kenneth Adam Tito