

JUNE 16,2023

Dear Sir/ Maam,

On this good opportunity, I would like to apply as an Administrative Aide 1 in your good office. My name is Wendy G. Bariquit 41 years old, female, married, energetic and healthy. I would like to have career to expand my experience.

My personality as a hard worker and fast learner type of person would bring benefit of your company. I will be very appreciated if you could give in opportunity to work in your company.

Herewith I enclose my curriculum vitae, which will give details of my qualification.

I hope my qualification and experience merit your consideration and look forward to your reply.

Sincerely yours,

Wendy G. Bariquit

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