

**Joy Lizbeth B. Catubay**

Purok 7, National Road

Brgy. Maybocog, Maydolong Eastern Samar

6802

July 30, 2025

To Whom It May Concern,

A pleasant day to you!


I am writing to respectfully inform you that I do not yet have previous work experience, as I am a first-time job applicant. For this reason, I am unable to provide a Performance Rating as a part of the application requirements

However, I am eager to begin my professional journey and I am confident in my ability to learn quickly, with dedication and contribute positively to your organization.

I hope for your kind consideration, and I would greatly appreciate the opportunity to prove myself if given the chance.

Thank you very much.

Respectfully yours,

  
Joy Lizbeth B. Catubay  
Applicant