

HONEY SOFIA V. COLIS
Director, HRMD
VSU, Baybay City, Leyte

Dear Ma'am:

Good day.

I am **Evelyn Abinon Maturan**, I am sending this cover letter with an effective resume of any post related to Administrative Aide I. I am looking for the related opportunity to work as a competent and effective person. I have completed my bachelor's degree from the Saint Joseph College with the specialization in Management. I am currently working as a Bookkeeper in a private hospital in Maasin City, Southern Leyte.

As a bookkeeper in the accounting department for almost 12 years & 11 mos. now, I have keen interest and experience in bookkeeping as well as a broad technical knowhow on various administrative works.

In this connection, I would like to express my interest on the vacant position of **your office** for I believe that I have necessary experience, background, attitude, as well as, the capability of handling the complexities of such position. I would be honored to become one of your best assets within in lines of client.


As requested, I have already attached my comprehensive resume along with this cover letter for your consideration and reference. Other related documents will be available if ever your dignified company shall request.

If my application interests you, please do not hesitate to contact me through the following information: Mobile number +639774869954,
email: evelyn_abinon@yahoo.com/beautifulevez@gmail.com

I am hoping to hear from your company in the near future. Thanks for taking the time to consider my application.

More power.

Sincerely,


Evelyn Abinon Maturan
Ichon, Macrohon, Southern Leyte, Philippines