

Dear Sir/Maam

Herewith I send an application to your job opening. My experience and qualifications fit exactly for you. In short, I have worked at the Alumni community Relations Office for 3 years and at the Office of the university Registrar for more than 5 years. In those year I have observed and learned different skills and ways of solving problems

I Hope that if you give me an opportunity to interview, you will definitely find me the best candidate. Hoping for a positive response.

Sincerely,

Christan Mikhael D. Restor