

Good Day Ma'am/Sir,

I am writing this letter to express my interest regarding the posting for the position as an Administrative Aide III (Casual). I am very much interested in working this position.

I took up Bachelor in Secondary Education at Saint Michael College of Hindang Leyte and now a Licensed Professional Teacher. My working experience are Call Center Agent, PSA Enumerator, and English as Second Language Teacher. I am confident and eager that I will perform a job which will meet your standard.

For further information, I attached my CV and Reference. I would be grateful if you could give me an opportunity for an interview at any time available.

Thank you for considering this application and I am looking forward to hearing from you.

You're Sincerely,

Catherine C. Tubal