

June 08, 2021

Greetings!

It's a great pleasure to apply in your good office as an Administrative Aide III. I graduated in the year 2017 at Visayas State University-Alangalang as one of the Latin Awardees (*Cum Laude*). University itself has given me lots of opportunities to go out of my shell and be aware of these diversities we have in our learning environment.

Given the fact that we handle several lines of business, my work experience was qualitative and comprehensive. I've worked for more than 3 years in a business processing outsourcing industry. I've been transitioned to different departments that mostly handle admin tasks and technicalities in financial software.

Moreover, I am willing to be interviewed at your most convenient time.

Thereby, I'm looking forward to your positive perusal.

Sincerely yours,

CHRISTENED GRACE C. CATINDOY