

Margie R. Magro
Andres Bonifacio St. Poblacion 12
Baybay City, Leyte

August 17, 2023
Ms. Honey Sofia V. Colis
Director, HRMO

Dear Ma'am,

Good day! I am writing to apply for the position **ADMINISTRATIVE AIDE III POSITION-CLERK** in the Human Resource Management Office.

I obtained my Bachelor's Degree in Agribusiness in Visayas State University respectively. I hope to bring my knowledge, skills and commitment to excellence to your good office innovative and eco-friendly environment. As an Agribusiness, I've become equipped with the position as exemplifying integrity and professionalism, delivering service excellence, communication savvy, interpersonal relationship management, change adaptation and gender-responsive management.

My recent job, is sales assistant and cashier at Puregold Price Club Inc. I am responsible to handle different types of customers and greet them, and manages cash registers and transactions while also helping them find anything within the store that they need. Given that encounter, I am confident that my skills and academic experience could make a good contribution on your office.

I would appreciate the opportunity to discuss qualifications for the position mentioned in greater detail with you in person at your earliest convenience. Thank you and have a blessed day ahead.

Sincerely,
Margie R. Magro