

November 04, 2022

Dear Sir/ Ma'am,

I hereby write this letter to show my interest on the vacant position for Administrative Officer (Supply and Property Management Office). For almost five years , I worked as document controller that deals with proper documentation and standardization in compliance to ISO. Working in a fast pace company, I used to work under pressure. If given the chance, the experiences I have will surely fit on what the position required to do.

On the other hand, being able to be part in a prestigious university and at the same time my Alma Mater is a big thing for me.

Thank you and God bless always.

Respectfully yours,

Cherry Grace Saboroso