

Good day! Ma'am/Sir,

I am writing to express my sincere interest as an Administrative Aide and to inform you that while I have not yet taken the civil service exam, I am diligently preparing to do so within this year.

I am committed to enhancing my qualifications and believe that successfully completing the civil service exam will significantly contribute to my readiness for the role. I am eager to embark on this journey and assure you of my dedication to securing the necessary certification.

Nevertheless, my additional trainings and seminar certificates serve to enhance my qualifications.



ALUCON INTERNATIONAL CORPORATION
Farm Address: Purok 6 Brgy. Cabuco, Trece Martires City • Tel #: 8823-8072

CERTIFICATE OF COMPLETION

This is to certify that **Ms. Jennifer C. Coraza**, a Bachelor of Science in Agribusiness student from Visayas State University for having successfully completed three hundred (300) hours On-Job Training/Internship conducted from March 20, 2023 to May 12, 2023 from our agribusiness organization.

This certification has been issued to Ms. Coraza for school requirements or purposes.

Issued this 12th day of May 2023 in the City of Trece Martires, Cavite, Philippines.


Seth-Ersey Chua
General Manager


Sarah Sta. Ana
HR

Sincerely,


JENNIFER C. CORAZA