

Dear Maam/Sir,

Good Day!

A woman with an earnest desire to serve in capacity in which the following qualifications were must be adopted, is applying for Administrative Aide position.

I am Sarah Jane B. Necio, a graduate of Visayas State University with the degree of Bachelor of Animal Science. I will bring my knowledge, skills and commitment to the job that I am applying.

With firm determination in learning and grasping the fundamentals that could best utilize my potential and skills; I assure you that I would be an avid learner and grasp my responsibilities speedily and I would like to be associated with your admirable good-will to move on ahead in life.

For additional details regarding my qualification and expertise, please review my attached personal data sheet. If you consider me for personal interview you can reached me with this number 09124997350 or email me at sarahjnecio23@gmail.com.

Thank you for taking the time to consider this application and I look forward to hearing from you.

Sincerely yours,

SARAH JANE B. NECIO