

June 24, 2022
Jong Johan Penetrado
Bachelor of Secondary Education
Major in MAPEH
Far Eastern University

To whom it may concern.

I am writing to your good office to inform you my interest for the position of Administrative Aide III that suits my corporate industry and education working experience as a graduate of Bachelor of Science in Education Major in MAPEH. I was a university athlete for five years and a substitute professor in Literature for Ms. Kimberly Nicole Panis in completion of my student-teacher activity.

My academic training, OJT experiences for high school teaching, and a five years of being a UAAP student-athlete prepare me to be an effective and professional student-teacher. In addition, being a student-athlete of the said university gained me 3 medals (2 silvers and 1 bronze) as a fruit of my hardship. I also had my corporate working experience in Manila as an event specialist (Lighthouse Events/Canon, 2017), and Technical support for AT&T account (Alorica, Magallanes Branch 2018). And also as a sales associate in Ormoc City, Leyte (Prycegas Inc, 2018). These working experiences as an educator and as a corporate job worker made me realized that I could be a competitive and flexible employee in any field.

For additional information, references, and background check, please see my curriculum vitae.

Thank you for your kind consideration

Respectfully yours,

JONG JOHAN L. PENETRADO