

LINDA B. INGENTE

Divisoria, Bontoc, Southern Leyte

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HONEY SOFIA V. COLIS

OIC Director, ODHRM

VSU, Baybay City Leyte

Ma'am, I am interested in applying as an **Administrative Officer I (Cashier 1)** in your institution. I am a graduate of Business Administration major in Management at Philippine School of Business Administration – Manila. I am also a graduate of Certificate of Professional Education at Colegio de San Lorenzo Ruiz de Manila of Catarman Northern Samar.

I have several work experience as a cashier gained from some reputable private firm. My resume is attached for your review. Thank you in advance for your time and consideration and I'm looking forward to hearing from you soon.

Sincerely,

LINDA B. INGENTE

Applicant