

Subject: ONE (1) ADMINISTRATIVE AIDE IV POSITION

Dear Sir/Maam,

Herewith I send an application to your job opening. My experience and qualifications fit exactly for you. In short, I have worked at the Office of the University Registrar for more than 5 years. In those years I have observed and learned different skills and ways of solving problems.

I hope that if you give me an opportunity to interview, you will definitely find me the best candidate. Hoping for a positive response.

Sincerely,


Christian Mikhael D. Restor