

July 12, 2022

Dear Maam/Sir,

Greetings!

I am writing this letter of application to express my desire to work in a position as an **Administrative Aide IV** at your School University. I am **Ruthchel A. Pelare** a graduate of Bachelor of Science in Information and Communication Technology at Cebu Technological University-Argao Campus last May 22, 2019. And as I review this job qualification it exactly matches my background data and I would appreciate a chance to become a valuable member of your team.

Having recently obtained my Bachelor's Degree, I know I can handle this job appropriately as required. I am responsible to do the task given to me since I am once a working student before. I am used to facing everyday challenges when it comes to tasks. My desire and willingness to learn push me to venture into more knowledge in every opportunity given that improves my skills and capability as a person. A trustworthy and determined to finish everyday goals.

I am looking forward to working with the industrious men and women in your respective company and with this, rest assured of my highest competence and dedication to this noble task.

Other important data and documents are attached to my profile. Thank you for any consideration that you may give to this letter of application.

Sincerely yours,

  
**RUTHCHEL A. PELARE**  
Applicant