

December 6, 2024

Dear Ma'am/ Sir,

Good day!

I am writing to express my intention to apply for the position of **Administrative Officer I (Cashier I)** assigned at Cash Office. As requested, I enclosed my personal data sheets, certifications, school documents and references.

The role is very appealing to me, and I believe that my strong technical know-how and education make me a highly competitive candidate for this position. My key strengths that would support my success in this position includes:

- I can handle people with their concerns and address on a timely basis
- As a graduate with a degree in Bachelor of Science in Agribusiness, I believed that all the knowledge and skills I acquired will be of great help in working effectively and efficiently.
- I continually strive for excellence and personal development
- I am highly adaptive to various work environment and can work closely with people to create and innovate strategies that would benefit the organization and the people that it serves.

I look forward to meeting with you in person to discuss how I can help your organization in achieving its goals and mission of serving the people through quality services.

Sincerely,

Mary Joy N. Endong

Applicant