

APPLICATION LETTER

Dear Office of the Department of Animal Science:

May I have the honor to apply as one of your staff. I am very pleased and interested to impart my knowledge and skills I have gained. I believed that my background will make me as an asset to your office.

I am Gemarela S. Capitenio residing in Brgy. Kabalasan Baybay City, Leyte, 22 years of age, single and a graduate from Visayas State University where I obtained my Bachelor's Degree in Animal Science. Attached here with my resume necessary to prove your good office enough background and information about myself.

I feel confident and qualified to take on the challenges that contribute to the best of my ability to render my excellent service and quality performance to your company.

I would be very delighted if given the opportunity to share my thoughts and opinion with you and should you find my qualification adequate. You can reach me at 09095240175 and through my email gemarelacapitenio@gmail.com I am hoping that this letter of mine be given to your most favorable attention.

Looking forward to work with people in your respective company and this, rest assures of my highest competence and dedication to this noble task.

Sincerely yours,
Gemarela S. Capitenio