

July 10, 2021

Dear Maam/Sir;

I am pleased to submit my resume for consideration of the available Administrative Assistant in your good office. Given my background in office management and talent for office operation, I feel that I am confident to make positive impact in your company. In addition to my formal education and training, my job experience make me an excellent match for the unique demands of this opportunity.

In my previous job, I was hired as Area Supervisor for the Household Assessment 3rd Round of Listahan DSWD Region VIII. I am responsible for leading my group to work efficiently and effectively in achieving our goals and objectives. This has done so well in honing my inter-communication skills which is vital to quality job. Prior to that I work as a sales lady at Roma Merchandise Store and Account Officer at Rizal Bank Corporation were in it expose me to office duties and business operation.

My education background includes a Bachelor of Science of Agribusiness from Visayas State University in the year 2019. Also hold certificate and trainings which broaden my knowledge in the related field.

The attached resume provides further detail about my qualification. I welcome the opportunity on how can apply my strengths in your company. I appreciate your taking time to review my credential and experience.

Sincerely,

Russell Marie O. Donato