

## **Diane Leizle A. Ganar**

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15 February, 2021

Subject: Job Application

Hiring Manager

Dear Hiring Manager,

I was so excited when I saw your post in Facebook for the opening of 1 Administrative Aide III position.

I am a hard-working professional who has been consistently praised as responsible person by my peers. Over the course of my career, I have developed proven team work, interpersonal and flexibility skills, which I hope to leverage into the Customer assistance role at your company.

After reviewing my resume, I hope that you will agree that I am the type of competent and competitive candidate you are looking for. I look forward to elaborating on how my specific skills and abilities will benefit your organization. Please contact me at 09069754846/ 09568145446 or via email at [dianelezle98@gmail.com](mailto:dianelezle98@gmail.com) to arrange for a convenient meeting time.

Thank you for your consideration, and I look forward to hearing from you soon.

Sincerely,

Diane Leizle A. Ganar