

Hannahlene Vega
Brgy. Marcos Baybay City,
Leyte, Philippines 6521
+639700565203

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Dear Manager,

This is a letter of application for a position in your Department. I am interested in exploring the possibility of working for your Department. Please find attached my resume, which includes information on my experience, skills, education, and references , or any other information you require shall be promptly upon your request.

I am interested in the position because I enjoy working with people, and I have worked as a data encoder for Profood International Corporation. I am highly numerate and computer literate, and I can learn and adapt quickly to new tasks.

Since I am interested in contributing and using my skills in your Department and that it is not always easy to evaluate people through a summary statement, I would greatly appreciate the opportunity to discuss my employment with you.

Thank you for considering my application, I would be grateful for the opportunity to discuss the position further.

Sincerely yours,

Hannahlene Vega