

Dear Sir/Madam,

Hi my name is Christian Mae Fernandez, I am writing to apply for the position of Administrative Aide III.

I want to provide a good service for the job and willing to do tasks that needs to be done ad to be able to do as good as I possibly can. I can quickly study the task and welcome challenges as well. I am very well oriented and complete assignments on time and with accuracy.

I can have a good communication skill. I can get along with new people around me and very flexible when it comes to work schedule.

I am ready to begin work anytime soon and can free to contact me in your convenient time and set up and interview.

Sincerely yours,

CHRISTIAN MAE FERNANDEZ