

Lorez M. Olemberio
Brgy. Guadalupe Baybay, Leyte
Philippines

Dear Ma'am/ Sir,

I am writing to express my interest for any position that is available in your esteemed company.

Having recently obtained my Bachelor's Degree in Agricultural Business (BSAB) in the Visayas State University (VSU), I wish to bring my knowledge, skills, and commitment to excellence to your company's innovative environment.

As a Business Management student, I've become equipped with the necessary knowledge that come with the position including manpower recruitment, workforce organization, personnel training and compensation as well as legal provisions and accounting process.

I have also acquainted myself with a wide range of skills that allow me to blend with the group or team's culture and to continuously strive to reach common goals amidst failures and setbacks.

My active involvement in many academic and extracurricular activities has done so well in developing my communication and leadership skills, which are vital in finding success in the corporate world.

You will find me to be a positive, motivated and hard-working person who is keen to learn and contribute. Given the opportunity, I would apply myself with enthusiasm to all tasks, ensuring that I get the job done accurately and efficiency.

With this application letter, I attach herewith me resume for your full consideration. Thank you for taking time to review my application and I am looking forward to your reply so that we can further discuss my application.

Yours sincerely,

Lorez M. Olemberio