

Dear Sir/Madam,

Hello and good day!

I would like to fill the position of Administrative Aide VI in your good university.

I am a graduate of Computer Engineering at Southwestern University with good characteristic and scholastic records. I am a hardworking and organized person. I have gained knowledge in my previous employment which I think is a great help to achieve the goal of your good office. I am willing to undergo dynamic training and render extra working hours to develop and work in your office with the best of my ability. Hope that you will consider my application.

If you have any inquiries and questions regarding with my resume. I am willing to have an interview at anytime of your availability. You can contact me with my number 09457128905 or email address bsombilon22@gmail.com. God Bless You!

Thank you very much for your kind consideration.

Sincerely yours,

Bezaleel V. Sombilon