

August 14, 2022

To Whom It May Concern;

Good Day! I am writing this letter to express my sincere interest in applying as Administrative Assistant III in your good office. I believe that my skills and backgrounds make me an ideal fit for the job. It will be a great honor if you consider my application to be one of the applicants to be interviewed in your esteemed organization.

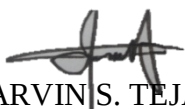
I have had experience working in a Business Permit Licensing Office at Tandag City Hall as a bookkeeper. For 2 years and a half I experience working in a Post-Graduate school as Operational staff in JHRC Educational Consultancy and Services. My job includes collecting payments and process student credentials. I entertain student enrollees and act as Program Associates. This job provided a great opportunity for me to see what is it to work in a fast-paced and deadline-driven business environment. My experience has given me an overall knowledge of different aspects of administration. In addition to that I had finished my Master in Public Administration in Cebu Technological University last February 2021. I am confident that the skills I developed in my previous position have prepared me for this opportunity with your firm.

I am self-motivated administration professional with exceptional interpersonal and organizational skills. I am hardworking person, able to work well under pressure, creative, pleasant and convenience in dealing with people. I am proud of myself on my problem-solving abilities using initiatives and persistence. I do maintain integrity and loyalty.

I have attached my resume and transcript of data for your reference and evaluation and give you some idea of my educational qualifications and experience. I would like to work in your good office and be part of your staff.

Thank you very much for your attention. I would be available for interview at any time. I am looking forward to hearing from you soon.

Sincerely,

A handwritten signature in black ink, appearing to read 'MARVIN S. TEJANO', with a stylized flourish at the end.

MARVIN S. TEJANO
Applicant