

Melba Jean S. Basilisco
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Greetings!

I am writing to express my interest and applying for any position at your respected institution. I recently graduated from Abuyog Community College with a Bachelor of Science in Information Technology, and I am eager to apply my academic knowledge and enthusiasm to contribute to your team.

During my studies, I have developed a solid foundation in computer works just like using Microsoft office(Word, PowerPoint, and Excel). I successfully completed my On the Job training at Office of the Sangguniang Bayan of Mahaplag, LGU Mahaplag and I know my knowledge and skills that I learn from that institution would enough to be part of your team. I am also a NCII passer/holder with the Computer System Servicing when I was grade 12 in the year 2019.

Although I am at the beginning of my career, I am highly motivated and eager to learn. and I am excited about the opportunity to contribute to your respected institution.

Enclosed is my resume, which provides additional information about my education and experiences. I am confident that my background, combined with my enthusiasm and willingness to learn, make me a strong candidate for the position. I would welcome the opportunity to discuss how I can contribute to your team and am available at your convenience for an interview.

Thank you for considering my application. I look forward to the possibility of contributing to your company and am eager to discuss how my background and skills align with your needs.

Sincerely,

Melba Jean S. Basilisco
Applicant