

NAMELIE A. CAYUNDA

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August 29, 2025

VISAYAS STATE UNIVERSITY

Visca Baybay City, Leyte

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Dear Sir/Ma'am,

I am writing to express my interest in applying for **any available position** in your company. I may not know the exact role that best suits me yet, but I am eager to contribute my skills, dedication, and willingness to learn in order to be a valuable part of your team.

I am a hardworking, flexible, and fast learner who can easily adapt to different tasks and responsibilities. I am confident that with proper training and guidance, I can perform efficiently and meet the expectations of your organization. I am also willing to take on different roles and responsibilities as needed.

I would be grateful for the opportunity to discuss how my qualities and enthusiasm could be of benefit to your company. I am available at your convenience for an interview and can be reached at 09751870966 or to my email namelieabenoja04@gmail.com.

Thank you for considering my application. I look forward to the possibility of working with your team.

Sincerely,



NAMELIE A. CAYUNDA