

VSU

MAY. 19 2023

To whom it may concern,

Hello and good day!

I am interested to work in your offer as a Administrative Aide. I am able to work together with others to reach a goal. I am able to prioritize work tasks to achieve a necessary outcome. I am willing to work hard and go extra miles for the job. I firmly believe that i can make positive contribution to your company. I have enclosed my resume to provide information on my skills. I would welcome the opportunity to meet with you for an in-depth discussion and I will make myself available at your convenience.

Thank you for your review. I look forward to hearing you soon.

Thank you very much.

Sincerely yours,

  
Ronnie D. Talatayod