

From: SIMPROSO ANDRADE ARQUILLANO JR

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To: Secretary Ivan John E. Uy

Department of Information and Communications Technology

Greetings.

I have seen the publication posted in the Civil Service Commission job portal that the **Department of Information and Communications Technology** is looking for interested and qualified applicant to fill the vacant position of **Administrative Assistant II** under **Procurement Service - BAC Secretariat**.

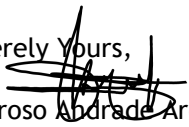
I established 17-years solid foundation of work experience from M. Lhuillier Financial Services Inc. Throughout my successful career, I was able to acquire proficiency in various computer system operations, cash handling, basic accounting, administrative, organizational, and managerial role. I believed that my values for integrity, honesty, professionalism, and commitment are vital in driving success in this new career field. Moreover, my passion for lifelong learning and innovating can help me thrive and benefit your office

It is my honor and privilege to apply as **Administrative Assistant II** for I believed that I am the best fit for this position. I am willing for an interview at any time of your convenience and looking forward to hear from you. Enclosed herewith is my accomplished PDS together with the other requisites.

Please do consider my application. Thank you very much.

More power and God bless.

Sincerely Yours,


Simproso Andrade Arquillano Jr.