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Human Resource Department
Person-in-charge

Dear Sir/Ma'am,

Good day to you. As a strong advocate for those with financial and educational challenges, I was very interested and excited to see the opening of jobs from your good office. I would like to apply as Administrative Aide III in your esteem office. I am a college graduate and have taken **BACHELOR OF ARTS MAJOR IN ENGLISH LANGUAGE STUDIES (AB-ENGLISH)** in **VISAYAS STATE UNIVERSITY**. However, I believe that I am reliable enough and can do office works from your humble office related or non-related to what I attained.

The qualifications of dedication and team building skills sought in the ideal candidate are all attributes that I have develop through my classes, extensive community service, and experiences. I am a hardworking, organized, diligent, willing to learn and responsible person who is willing to exert more efforts on any assigned tasks. I will respectfully accept criticisms from my seniors and others with optimism for self-development and professionalism.

I welcome the opportunity for an interview to discuss my additional skills, previous works and experiences. Thank you for taking the time to consider this application and I look forward to hearing from you. Once again, thank you and God bless.

Sincerely yours,


FLORDELUNA PINOTE

Applicant

