

Yanny P. De Leon

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Dr. Edgardo E. Tulin
VSU President
Baybay, Leyte

Dear Sir,

I, Yanny P. De Leon wish to apply for the Administrative Aide III position in your company/agency.

My academic background is in the field of Agriculture and Business. I have graduated with a Bachelors Degree in Agribusiness from Visayas State University (VSU), Visca, Baybay City, Leyte.

In terms of work experience, I attended my On-the-Job training in Richfund International Co. Ltd. (Agriculture Division) for three months in Makati City. I was previously employed in Convergys (now Concentrix) as a Technical Support Associate for three years.

I am a person who is responsible, hardworking, and very willing to be trained. I have the ability to work under pressure and meet deadlines. I have resourceful computer skills and possesses good written and oral communication skills. I am organized, self-motivated, and highly trustworthy with good interpersonal skills. Moreover, I would like to develop my ability, work in a workplace with a healthy environment that fosters professional growth and leadership excellence, share my God-given talents and skills and serve the company with my best.

Attached is my resume for your reference. Should you find my qualifications adequate, I am willing to call up for an interview at your most convenient time.

Thank you very much and I'll wait for your favourable response.

Sincerely,

Yanny P. De Leon