

10 October 2023

Dear Ma'am/Sir,

Upon learning of your posting for a Utility/Messenger Worker, I quickly decided to submit my resume for your review. As a dedicated and self-motivated professional with experience maintaining the functionality and performance of various utility systems while ensuring comprehensive user services and support, I am prepared to significantly contribute to your office's objectives.

My experience includes managing all utility/messenger systems, such as cleaning the building and its surroundings, maintaining inventories, and delivering and tracking documents. I would like to be able to bring the same level of professionalism to your workplace as part of my regular duties. I am an honest, dependable, and committed utility/messenger, and I know you can rely on me to go above and beyond the standards of your position to complete the work quickly.

My skills in utility and building management have been finely honed, and I am confident my additional strengths will readily translate to your environment. The chance to offer more insight into my qualifications would be appreciated.

Thank you for your consideration, and I look forward to speaking with you soon.

Sincerely,

ALFREDO A. FLORENDO

Applicant