

Dear Sir/Madam,

Hello and good day!

I would like to apply for the Administrative Aide III position in your good office.

I am a graduate of Computer Engineering at Southwestern University with good characteristic and scholastic records. I am a hardworking and organized person. I have gained knowledge in my previous employment which I think is a great help to achieve the goal of the university. I am willing to undergo dynamic training and render extra working hours to develop and work in your university with the best of my ability.

If you have any inquiries and questions regarding my resume, I am willing to have an interview at anytime of your availability. You can contact me at this number 09457128905 or my email address [bsombilon22@gmail.com](mailto:bsombilon22@gmail.com). God Bless You!

Thank you very much for your kind consideration.

Sincerely yours,

Bezaleel V. Sombilon