

February 15, 2024

Honey Sofia V. Colis
Director, Human Resource Management
Visca, Baybay City, Leyte

Dear Ma'am,

Please accept my application as an expression of my interest in the Laboratory Aide I position. I am certain that I am not only an ideal candidate for the role, but I am also confident that I would make a valuable contribution to the whole team.

I am certain that I have all I need to perform well for your company based on my five years of work experience in a variety of positions. I believe my experience has solidified the skills and abilities I need to help the whole institution achieve its goals.

Aside from my work experience, I am mentally and physically healthy, which would be very helpful to perform my duties and responsibilities as a team member. I am very willing to come for an interview at your most convenient time.

Sincerely yours,
Marck B. Palconit
Applicant