

Dear Sir/Madam,

Hello and good day!

I would like to apply as Administrative Aide III (Clerk I) in your prestigious university.

I am a graduate of Computer Engineering at Southwestern University with good characteristic and scholastic records. I am a hardworking, keen to details and organized person. I have gained knowledge in my previous employment which I think is a great help to achieve the goal of this department. I am willing to undergo dynamic training and willing to render extra hours to become more efficient and effective in the said position in your department with the best of my ability.

If you have any inquiries with 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. God Bless You!

Thank you very much for your kind consideration.

Sincerely yours,

Bezaleel V. Sombilon