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Dear Madam,

I am expressing my interest in applying as Administrative Assistant II.

I do have a work experience in the BPO industry. The first 6 months were last 2022 were in a work- from-home set-up and more focused on talking with the customer through calls. computers. The second experience I had was this year, still in the BPO industry and it was as a Special Project Associate. This job focused more on handling client's emails and transferring data to Microsoft Office applications such as Word and Excel.

My latest job was as Statistical Researcher/Enumerator under Philippine Statistic Authority and focused on interviewing people.

I look forward to the opportunity to further discuss how I can contribute to the success of your project. Thank you for considering my application.

Warm regards,

Faith Angelyn O. Gepiga