

Yanny P. De Leon

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April 16, 2021

Dr. Edgardo E. Tulin
VSU President
Baybay, Leyte

Dear Sir,

I, Yanny P. De Leon wish to apply for the Administrative Aide III (Clerk I) position in your company/agency.

My academic background is in the field of Agriculture and Business. I have graduated with a Bachelors Degree in Agribusiness from Visayas State University (VSU), Visca, Baybay City, Leyte.

In terms of work experience, I attended my On-the-Job training in Richfund International Co. Ltd. (Agriculture Division) for three months in Makati City. I was previously employed in Convergys (now Concentrix) as a Technical Support Associate for three years.

I am a person who is responsible, hardworking, and very willing to be trained. I have the ability to work under pressure and meet deadlines. I have resourceful computer skills and possesses good written and oral communication skills. I am organized, self-motivated, and highly trustworthy with good interpersonal skills. Moreover, I would like to develop my ability, work in a workplace with a healthy environment that fosters professional growth and leadership excellence, share my God-given talents and skills and serve the company with my best.

Attached is my resume for your reference. Should you find my qualifications adequate, I am willing to call up for an interview at your most convenient time.

Thank you very much and I'll wait for your favourable response.

Sincerely,

Yanny P. De Leon