

272, Barangay Tabgas,
Albuera, Leyte 6542
March 20, 2021

Dear Ma'am/Sir:

I am writing to express my interest for Administrative Aide III position in your prestigious company. I have recently obtained Bachelor's Degree in Arts Major in English Language in Visayas State University (VSU), ViSCA Baybay City, Leyte.

I humbly believed that my degree in Arts have molded and prepared me to contribute in the line of work. I wish to bring my knowledge, skills, and commitment to excellence to your company's innovative working environment.

As a Bachelor of Arts graduate, I have been equipped with the following skills; interpersonal, active listening, time management, and computer skills. I can assure that I can cooperate and work without supervision. In addition, I am also willing to work overtime.

I attach herewith my resume, transcript of records (TOR), and other certificates for additional details regarding my qualification. I am very much willing to come to your good office for an interview at your most convenient time. You may reach me through my mobile number (0906) 394 8084 or email address zyrahfr@gmail.com

Thank you for your consideration.

Sincerely,

Zyrah F. Rodriguez