

Matthew Eman Angelo M. Estember

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HR Department
Department of Pure and Applied Chemistry
Visayas State University

Dear Ma'am/Sir,

First of all, thank you for the opportunity to apply for the Administrative Aide Role for your department. After reviewing your job description, it's clear that you're looking for a candidate that is extremely familiar with the responsibilities associated with the role, and can perform them confidently. Given these requirements I am certain that I have the necessary skills to successfully do the job adeptly and perform above expectations.

I am a very adaptable recent college graduate (BS in Hospitality Management) from Palompon Institute of Technology. Throughout my academic career, I developed proven service, organizational and technical skills. Also, my proficiency in Information and Communication Technology has always been improving since I was a kid since I grew up handling computer hardware and software. I need little to no supervision once I start doing my job because I always believe in doing things right the first time I do it, which I hope to leverage into the Administrative Aide role at your department.

After reviewing my resume, I hope I get a chance to show my skills and have a go with this position. I really am prepared for the commitment I'm going to pour for this permanent job. I hope that you will agree that I am the type of competent candidate you are looking for. I look forward to elaborating on how my specific skills and abilities will benefit your department. Please contact me at 0985-619-1271 (TNT) or via email at matthew.estember25@gmail.com to arrange for a convenient meeting time.

Thank you so much for your consideration, and I look forward on hearing from you very soon.

Sincerely,

Matthew Eman Angelo M. Estember