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December 12, 2025

Subject: Clerk

Dear Ma'am and Sir,

I'm writing to express my interest in the Clerk position in your humble office and I believe that the role describes me perfectly. I have always been interested in the workspace that your organization is known to have. I am seeking a challenging, competitive yet friendly environment and I believe that I would be an asset of the department.

I have just completed my Bachelor of Science in Agribusiness from Visayas State University and I would like to contribute my knowledge, talents and dedication to excellence to your organization's creative atmosphere.

My recent job is a Saleslady at Armenia's Enterprises. I assisted the Customers with what they would buy in the store and I will also assist my colleagues with whatever they want. Being a Saleslady, I had developed enthusiasm, true passion and strong capabilities.

Please see my Resume, which is attached to this letter, for further information on my qualifications. Thank you for considering this application. I look forward to hearing from you.

Respectfully,

Fernandez, Honey Jean G.