September 04, 2019

**RICKY ZABALA**

Branch Manager

BDO Unibank Inc.

Dumaguete South Rd.

6221 Bayawan, Negros Oriental

Dear Sir/Ma’am,

I am writing to express my interest for the position of Assistant Accounting in your esteemed company.

I am graduated in Bachelor’s Degree in Business Administration major in Banking Management in Southland College, Kabankalan City, Negros Occidental. I wish to bring my knowledge, skills and commitment to excellence to your company’s innovative environment.

As a Business Administration degree holder, majoring in Banking Management, I’ve become equipped with the necessary knowledge in the New Account Section that challenge and give me knowledge as a working experience inside the Bank during my On-the-job training. I am very interested with the available position in your company wherein I can share my knowledge and expertise. I am a responsible person, flexible and hardworking.

I’ve been completed with my on-the-job training in Development Bank of the Philippines (DBP) in Kabankalan City on April 5 until May 17, 2017.My previous work experience was in BDO Unibank as a Money Sorter in Dumaguete City Negros Oriental. Having worked in banking industry is a good opportunity and great experience wherein BDO is closed to me since I was a Money Sorter and being part of them. I have a good moral character, humble, responsible and can be trusted. For more details regarding my qualification and expertise, please review my attached resume.

Thank you for taking the time to consider this application and I look forward to hearing from you. God bless.

Sincerely yours,

**GOSPEL JOHN N. MISSION**

Applicant