September 4, 2019

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Bayawan City Branch

Bayawan City, Negros Oriental

Dear Sir/Madame:

I am writing this letter to formally inform you my strong intention to apply for any vacant position in your company.

I am ANITA RONELYN S. PAUANAL. I graduated last March 18, 2016 at Negros Oriental State University- Bayawan sta. Catalina Campus .I am confident that my skills and experienced in studies could make a great contribution in your firm.

For more quarries and clarifications, contact me for the information given in my resume.

I would appreciate the opportunity to discuss my qualification at any of your vacant position in greater detail in you in person at your earliest convenience.

Thank you very much.

Respectfully yours,

ANITA RONELYN S. PAUNAL

Applicant