February 8, 2019

**THE MANAGER**

PUREGOLD

BAYAWAN CITY,

NEGROS ORIENTAL,

Dear Ma’am/Sir

Good day!

I am pleased upon knowing that your company is hiring. In this connection, I would like to apply as one. I am Rolin B. Saro-ay 23 years old resident of Brgy. Villareal Bayawan City, Negros Oriental. I am a College under Graduate and have the capability in working. I am an honest, responsible and hardworking person and I can promise to contribute a positive outcome to your company.

If will be given a chance, I am very willing to come for an interview in your must convenient time and place.

Here with my application letter is my resume and other credentials.

Thank you very much!!!

Respectfully yours,

**ROLIN B. SARO-AY**

**Rolin B. Saro-ay**

**23 years old**

**March 17, 1995**

**Villlareal, Bayawan City, Negros Oriental**

**09455499252**

**FAMILY BACKGROUND:**

**MOTHER:** ROSALIA B. SARO-AY

**OCCUPATION:** HOUSEWIFE

**ADDRESS:** BRGY. VILLAREAL, BAYAWAN CITY, NEGROS ORIENTAL

**FATHER:** FELICISIMO SARO-AY

**OCCUPATION**: FARMER

**ADDRESS:** BRGY. VILLAREAL, BAYAWAN CITY, NEGROS ORIENTAL

**EDUCATIONAL ATTAINMENT:**

|  |  |  |
| --- | --- | --- |
| ELEMENTARY | San Miguel,Bayawan City | 2010 – 2011 |
| HIGH SCHOOL | Bayawan National High School | 2014 – 2015 |
| COLLEGE | NMCFI Dumaguete City | 2017 – 2018 |

**WORKING EXPERIENCES:**

|  |  |  |  |
| --- | --- | --- | --- |
| ADDRESS | POSITION | DATE STARTED | DATE FINISHED |
| Bayawan City | Sales Boy | April 2013 | March 2014 |
| Dumaguete City | Security Guard | December 2016 | January 2017 |

**SPECIAL SKILLS:**

* Selling of Products/ Good in Sales Talk

**CHARACTER REFERENCES:**

Mr. Alejandro Parba Teacher

09357986162

Mr. Tony Acabonillo Teacher

09356559586

Mr. Jojo Vuenaflor Teacher

09353624476