THE MANAGER

JFT BAYAWAN CITY BRANCH

TINAGO,BAYAWAN CITY NEG. OR

Dear Sir/Ma’am,

I would like to apply for a position of Cashier Lady in your company. The position seems to fit my interest and qualifications very well.

I am looking for an opportunity to work for a company that provides a challenging environment and allow me to learn new things in order to achieve my objective.

If I am chosen as a Cashier in your company, I will work hard towards achieving the objectives and goals of your organization. I am willing to attend any training provided by your company.

Attached herewith is my resume for your future reference.

I am prepared to be called up for an interview by the company at any time convenient. I hope that my application will receive a positive and favorable reply from you.

Sincerely yours,

**DOROTHY MAY G. PUYAT**

Applicant

**DOROTHY MAY G. PUYAT**

Canalum, Nangka, Bayawan City, Neg. Or.

+63997-088-2554

pdorothymay0309gmail.com

**JOB OBJECTIVE:**

To obtain employment with a company that offers a positive atmosphere to learn and implement new skills and technologies for the betterment of the organization.

**PERSONAL DATA:**

Date of birth: July 28, 1995

Place of birth: Bayawan City

Sex: Female

Civil Status: Single

Height: 4’9

Weight: 40 klg.

Religion: Baptist

Address: Canalum, Nangka Bayawan City

**EDUCATIONAL ATTAINMENT:**

**COLLEGE:**

**Southern Tech College Foundation Inc.**

Computer Science and Technology

2018-2019

**Rabbi Theological Seminary and International Ministries Inc.**

Early Childhood Education

2017-2018

**TRAININGS:**

**TESDA**

Contact Center Services NCII

2016

**WORK EXPERIENCES:**

* On-the-job training at Golden Age Elderly Care Inc.
* Internet Caffe Operator
* DSWD Field Enumerator

**COMPUTER SKILLS:**

* Can type up to 40 words per minute
* Knowledgeable in using Microsoft word, Excel and PowerPoint in any version
* Can manipulate and operate personal computer in any windows.

**CHARACTER REFERENCES:**

**Hon. Roel Cadalso**

Brgy. Nangka Captain

+639057644898

**Catalina E. Sulat**

Team Supervisor of National Statistic Office

+639750680533

**Jennivel Tero**

DENR-EMB (Environment Monitoring Officer)

+639169976644

I hereby certify that the facts contained in this resume are true and complete to the best of my knowledge and belief.

**DOROTHY MAY G. PUYAT**