**Joyce Bantilan**110, Brgy. Utap Zone 3  
Tacloban City  
joycebantilan7@gmail.com  
09557147374

November 29, 2024

**Mr. Macasusi**Hiring Manager  
Tech Solutions Inc.  
Burgos, Street  
Tacloban City

Dear Mr. Macasusi,

I am writing to express my interest in the **Computer Technician** position at Tech Solutions Inc., as advertised on your website. With my experience in computer maintenance, hardware repair, and troubleshooting, I am confident that I can contribute to your team’s efforts in delivering high-quality IT services to your clients.

I have an associate degree in Information Technology from XYZ College, and I have spent the last three years working as a Computer Technician at ABC IT Services. During this time, I gained valuable experience in diagnosing hardware and software issues, performing repairs, and providing customer support. I have worked with various operating systems, including Windows, macOS, and Linux, and I am skilled in setting up and maintaining network systems.

I am particularly excited about the opportunity at Tech Solutions Inc. due to your company’s reputation for excellence in IT services and your commitment to staying ahead of technological trends. I am eager to bring my problem-solving abilities and technical expertise to your team, and I am confident that I would be a great fit for the role.

Please find my resume attached for your review. I would be grateful for the opportunity to further discuss how my skills and experience align with the needs of your company. Thank you for considering my application, and I look forward to hearing from you.

Sincerely,  
Joyce Bantilan

Joyce G. Bantilan

Signature

Angeline May M. Apin

Brgy 100 Scandinavian Village 1, Purok 2

Tacloban City

apinangeline2001@gmail.com

09306922213

November 29, 2024

**Mr. Ariel Macasusi**Hiring Manager  
ABC Tech Solutions  
Burgos, Street  
Tacloban City

Dear Mr. Macasusi,

I am writing to express my interest in the **Data Analyst** position at ABC Tech Solutions, as advertised on LinkedIn. With a bachelor’s degree in Computer Science and over three years of experience in data analysis, I believe I can bring valuable expertise to your team and contribute to your company’s data-driven initiatives.

In my previous role at XYZ Analytics, I successfully collected and analyzed large datasets to uncover key insights for the marketing and sales teams. I am proficient in tools such as SQL, Python, R, and Tableau, and have experience creating dashboards and reports that support strategic decision-making. My ability to transform complex data into clear, actionable insights has led to improved business processes and measurable outcomes, such as a 15% increase in customer retention based on data-driven recommendations.

What excites me about ABC Tech Solutions is your commitment to innovation and your use of cutting-edge technologies to drive business growth. I am eager to apply my skills in data analysis and problem-solving to help ABC Tech Solutions make informed, data-driven decisions.

Please find my resume attached for your consideration. I would appreciate the opportunity to discuss how my background and skills align with the needs of your team. Thank you for your time and consideration.

Sincerely,  
Angeline May M. Apin

Angeline May M. Apin

Signature

Brgy 59 Picas Sagkahan  
Tacloban City  
mariannebabiano24@gmail.com  
09487784556

November 29, 2024

Mr. Ariel Macasusi  
Hiring Manager  
Innovative Tech Solutions  
Burgos, Street  
Tacloban City

Dear Mr. Macasusi,

I am writing to express my interest in the **Software Developer** position at Innovative Tech Solutions, as advertised on your company’s website. As a recent graduate with a bachelor’s degree in Computer Science from ABC University, I am excited to apply my skills in programming, problem-solving, and software development to contribute to your team’s success.

During my academic career, I completed several projects that involved building full-stack applications, working with technologies such as Java, Python, HTML, CSS, and JavaScript. One of my key projects was developing a web application that allowed users to manage their personal tasks, which helped me gain hands-on experience with front-end and back-end development. I also completed an internship at XYZ Software Inc., where I worked with senior developers to troubleshoot code, improve application functionality, and ensure quality control.

What excites me most about this opportunity at Innovative Tech Solutions is your company’s focus on developing cutting-edge applications and innovative solutions. I am confident that my strong technical foundation, coupled with my passion for learning and adapting to new technologies, will allow me to make a valuable contribution to your team.

Enclosed is my resume, which provides further details about my skills and experiences. I would love the opportunity to discuss how my background aligns with the needs of your company. Thank you for your time and consideration, and I look forward to the possibility of speaking with you soon.

Sincerely,  
Marianne V. Babiano

Marianne V. Babiano

Signature