

: #NO 217,B14,Boray CHAMKADONG,Meanchay,  
Phnom Penh,Cambodia,  
21 December 2022

No.#1F,Street 2004,SangKat Stoeng Meanhey  
Khan Meanchey,Phnom Penh  
Cambodia  
Phone: 012 728 506,012 388 729  
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**Re: Website Editor**

**Dear Sir or Madam:**

I saw your advertisement on the website; now I am very interested and want to apply for this. I recently completed three years of management information systems training at Setec Institute.

I developed excellent writing skills during my three years of schooling. I have the ability to edit the content to look for grammatical or spelling errors and make sure all corrections are made before posting the article, news story, or post. I have extensive knowledge of computer software programs that include Word, Excel, spreadsheets, and PowerPoint. I am also familiar with HTML, web-based writing techniques, word processing, email, and management systems designed for content. I have experience posting content and uploading videos and slideshows.

I have enclosed a copy of my personal information. If you want more information, please kindly contact me at 089315599.

Your faithfully,

**PEN TEP**  
Ene. Personal Particulars