June 22, 2015

**The President**

**Dr. Renato M. Sorolla**

**SUC President II**

Sir:

I am writing to apply for the position of a \_\_\_\_\_\_\_\_\_\_. I was informed that your good office is in need of a \_\_\_\_\_\_\_\_\_. I am a fresh graduate and being in this position will give me great aid in my financial status and acquire more learnings through experiences that will make me more productive in your office.

I am Kaye Angela G. Cueva, 20 years of age, living at Brgy. Bato, Sagay City , Negros Occidental. I am a Bachelor of Science in Information Systems graduate of Carlos Hilado Memorial State College and is currently looking for work.

The opportunity presented is very interesting, and I believe that being hardworking, having education will make me go well with this position. With a BS degree in Information Systems, I have an understanding of computer applications and is proficient in office applications, programming, web development and business process. I am also a Certified Passer of Civil Service Sub-Professional Certification.

I am willing to come for an interview at your most convenient time. As requested, I am enclosing my resume for more information.

Thank you and God bless.

Yours faithfully,

**KAYE ANGELA G. CUEVA**