

# AYOP, JANE IRISH E.

## AB ENGLISH LANGUAGE STUDIES

Agora Lapasan, West Coastal Road, Cagayan de Oro City, 9000  
09972563029 | janeayop00@gmail.com

### Skills Summary

Ghostwriting  
Social Media Literate  
Linguistic Competence  
Basic Computer Skills

### Education

#### *Tertiary Level / 2019-ongoing*

##### **Central Mindanao University**

University Town, Musuan, Maramag, Bukidnon

Bachelor of Arts in English Language Studies

1<sup>st</sup> Year GWA: **1.57 (Dean's List)**

2<sup>nd</sup> Year 1<sup>st</sup> semester GWA: **1.54 (Dean's List)**

#### *Secondary Level / 2018-2019*

##### **Southern Philippines College**

Julio Pacana Street, Licuan, Cagayan de Oro City

Academic Track - Accounting & Business Management

#### *Primary Level / 2011-2012*

##### **Southern Philippines College**

Julio Pacana Street, Licuan, Cagayan de Oro City

### Experience

#### **Freelance Ghostwriting (2020)**

#### **Senior High School Work Immersion (2019)**

- Premium Motoren Corporation (BMW)  
Pueblo de Oro Business Park, Masterson Ave, Cagayan de Oro, 9000 Misamis Oriental

### **Salesperson (2016-2018)**

- Ayop Store (Sari-Sari Store)  
Agora Lapasan, Coastal Road, Cagayan de Oro City

### **Awards and Acknowledgements**

College Scholar (2019-2020)

Academic Award - With Honors (2007-2017)

Loyalty Award (2019)

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Agora Lapasan, West Coastal Road, Cagayan de Oro City, 9000  
09972563029 | [janeayop00@gmail.com](mailto:janeayop00@gmail.com)

October 29, 2021

Reyes, Jessica Kirsten M.  
HR Coordinator  
Teleperformance  
2/F Centrio Mall, Claro M. Recto Avenue, Corrales Ave,  
Cagayan de Oro, Misamis Oriental, 9000

Dear Ms. Reyes:

Greetings!

Having been seen your job posting on Facebook, I, Jane Irish Ayop, would like to express my interest to apply to your company as a customer service representative.

I major in English Language Studies at Central Mindanao University. Although I may not have any work experience, I have my own set of soft skills to make up for that. I'm diligent, determined, goal-oriented, and most especially, meticulous. Despite being in the midst of a pandemic, I have been a constant dean's lister, with a GWA of 1.54 whilst also having to man our small family business.

Considering the fact that Teleperformance ranked among the best-outsourced services providers at the IAOP Global Outsourcing 100 awards in 2019, it really would be a great honor to be a part of your company. I believe that with my skills and your ability to train people well, I would be a great small asset to bring customer satisfaction to a higher level. With that, I have enclosed my resume for your review.

I am looking forward to our future cooperation. Thank you for your time and consideration.

Sincerely,

Ayop, Jane Irish E.  
Applicant

### **Comments and Suggestions by: Lesly Banguis**

I can see no error in Jin's CV and cover letter. Everything is set accordingly. She was able to take the most notable achievements, and explained well. Lastly, she was able to address the position directly and stay on the message. For suggestions, I can suggest that, she should put picture in her CV for the identification purposes by the management.