

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

1st Year GWA: **1.57 (Dean's List)**

2nd Year 1st 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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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