September 21, 2018

**RELITO M. SAQUILAYAN, MD, MHA**

Medical center Chief II

Thru: **Ms. AMELITA ARGUELLES**

**HEAD** – Human Resources Department

Dear Sir:

I would like to signify my intent for the ADMINISTRATIVE AIDE III position. I am 1st year undergraduate of DCIT (Degree course Information Technology) at Asian Summit College.

I have proven myself to be a valuable team player with meaningful contributions. I bring with me an open-minded approach to things in addition to my skills and education that enables me to be fast learner. With these growth potentials in mind, I am seeking employment.

Hoping it will merit favorable considerations. I welcome the opportunity to discuss at details my qualifications.

Thank you and more power!

Very truly yours,

**JOHN GERALD A. PANGANIBAN**