

JASPER JOSHUA GEOLAGON

IT SUPPORT SPECIALIST



March 16, 2023

HR Manager

San Jose St., 6300
Tagbilaran City, Philippines

Dear HR Manager,

I'm writing to you regarding the IT Support position at Task Us that I saw on your Facebook page.

While working at the IBEX for the past four months, I honed my customer service skills, as well as assisting the needs of the customer by providing solutions to their problems, and also answering all their queries.

My accomplishments include:

- Handling customer complaints.
- Answering and resolving orders and payments problems.
- Ensuring customer satisfaction and expectation.

With my wealth of experience, I am the perfect fit for the position. I have attached my resume to further demonstrate my previous experiences and valuable skills. I look forward to hearing from you and would be happy to come in for an interview. Thank you for your time and consideration.

Sincerely,

Jasper Joshua M. Geolagon