JERSON A. APOSTOL

Brgy. Minuswang Barugo, Leyte Tacloban City,Leyte 6519 | 09053147160 | [jersonapostol@yahoo.com](mailto:jersonapostol@yahoo.com)

January 02, 2017

HIRING MANAGER

Name of Company

Address of Company

Email

Dear Hiring Manager,

Thank you for the opportunity to apply for the IT Technical Staff role at your company. After reviewing your job description, it’s clear that you’re looking for a candidate that is extremely familiar with the responsibilities associated with the role, and can perform them confidently. Given these requirements, I am certain that I have the necessary skills to successfully do the job adeptly and perform above expectations.

I am a hard-working recent college graduate (2.0 GPA, BS-Information Technology) from Eastern Visayas State University. During the course of my academic career, I also managed to accrue nearly 6 months of work experience. I had the privilege of working for BFAR R8 in a Budget Aide role in my free time, where I learned valuable professional skills such as operating system, troubleshooting, and web design. In both my academic and professional life, I have been consistently praised as responsible by my professors and peers. Whether working on academic, extracurricular, or professional projects, I apply proven technical, multitasking, and teamwork skills, which I hope to leverage into the IT Technical Staff role at your company.

After reviewing my resume, I hope you will agree that I am the type of competent and competitive candidate you are looking for. I look forward to elaborating on how my specific skills and abilities will benefit your organization. Please contact me at 09396077767 or via email at jersonapostol@yahoo.com to arrange for a convenient meeting time.

Thank you for your consideration, and I look forward to hearing from you soon.

Sincerely,

JERSON A. APOSTOL