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| MANILYN  manilynratonel03@gmail.com  manilyn.r.ratonel  (+63) 09075439715  City of Santa Rosa Laguna  Philippines 4026  RATONEL | | |  | [Recipient Name]  [Title]  [Company Name]  [Address]  Dear Sir/Ma’am,    Good day!    Please accept my application for the [job title] position. After reading the job descriptions, I am confident that I would be a perfect fit in this position, as my experience and abilities precisely match your requirements.    Are you looking for a [job title] with:     * Seven (7) years of hands-on experience in sales role? * Proficient in MS office (Excel formulas, Word, Power Point, Outlook, etc.)? * Excellent written and oral communication skills? * A passion to learn and increase her skills? * Ability to adapt of large amount of data? * Can work under minimal supervision?     If so, then you need look no further. You will see from my enclosed resume that I meet all of these qualifications and more.    I would very much like to discuss opportunities with [company name]. To schedule an interview, please text or call me at  0907-543-9715.    Thank you for taking the time to review my resume. I am looking forward to know more about your company and the position.    Sincerely,    Manilyn Ratonel |
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