**Dana Sean Carla M. Tagorda**

90 Lawton ave. ATU Concessionaire South side

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September 25, 2017

**Mr. Gerry R. Rustia**

ISSD Manager

Philippine Airlines

PAL In-flight Center

1300 MIA Rd. Pasay City

Dear **Mr. Rustia**,

I the undersigned, was delighted to apply as an On-the-job Trainee in your company. After reviewing your job description, it’s clear that you’re looking for an enthusiastic applicant that can be relied upon to fully engage with the role and develop professionally in a self-motivated manner. Given these requirements, I believe I am the perfect candidate for the job.

I am a college student having a 1.45 GWA, taking up Information Management major in Airline Operations and Procedures currently attending in Philippines State College of Aeronautics 2017-2018. I also managed to accrue nearly 3 months of work experience at a BPO company. I had the privilege of working for Telus International as a Customer Service Agent, where I learned valuable professional skills such as Collaboration and Teamwork, Communication skill and flexibility in both my academic and professional life. I have been consistently praised as enthusiastic by my professors and peers. Whether working on academic, extracurricular, or professional projects, I was proven for having creativity and problem solving ability which I hope to leverage in being an On-the-job trainee in your company.

After reviewing my resume, I hope you will agree that I am the type of positive and driven candidate that you are looking for.  I am excited to elaborate on how my specific skills and abilities will benefit your organization. Please contact me at 09263211266 or via email at [danatagorda16@yahoo.com](mailto:danatagorda16@yahoo.com) to arrange for a convenient meeting time.

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

Sincerely,

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***Dana Sean Carla M. Tagorda***