



MYLA TORREON

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Dear HR Manager,

I was motivated to contact you upon learning that your company has an opening for a new job. For several years, I have focused my career path and academic pursuits on Information Technology and the completion of a Bachelor of Science program at Bohol Island State University - Balilihan Campus. My personal philosophy is rooted in empowering others and creating a positive perspective on life's circumstances.

With a genuine and nurturing nature combined with a professional and ambitious approach, I possess the primary skills needed in my field, including WordPress, Bootstrap, and some programming languages. Additionally, leadership and planning are part of my skill set, as is proficiency in time management. Experience interacting with diverse populations has given me an in-depth understanding and awareness of differences in both individuals and organizations. These qualities will contribute to your company's mission while positively highlighting the professionalism and competencies of its employees.

For further details of my qualifications, background, and academic history, please see my resume attached. I am confident that I can contribute positively to the job role, and I welcome the opportunity to speak with you at your earliest convenience.

Sincerely,
Myla L. Torreon