

November 28, 2023

Ms. Angela Tamparong
Human Resources Manager

To whom it may concern,

I'm pleased to be applying for the Secretary position that you advertised in one of social media. As an Office Administration student, I possess various skills and knowledge needed to execute all duties associated with the role and therefore, I believe that my skills and abilities is suitable to the said position.

I believe that I would be an excellent candidate for the position, given my thorough attention to detail and I am adept arranging correspondence in a variety of different ways, from letters to phone calls to e-mail, which will meet the communication requirements noted in the job description. I can handle scheduling, planning, and correspondence with accuracy and efficiency.

Your company has a great reputation not only for its services, but also as an employer. I am excited at the thought of working to your company. To reach me for an interview, please contact me at (+63) 930629753 or via email at paulinenabua29@gmail.com. I look forward to hearing from you. Thank you for your consideration and time.

Sincerely,
Pauline Nabua