

March 19, 2015

HR Manager

Dranix Distributors Inc.
N. Bacalso Ave. Ext. Basak San Nicolas
Cebu City, 6000

Dear Sir / Ma'am,

Good day!

I have read from your Dranix Distributors Inc. website that you are in need of a need of a Management Trainees. I would like to apply on the said vacant position.

I'm a graduate from one of reputable institution Cebu Normal University with a degree of Bachelor of Tourism Management. I have undergone trainings and seminars that greatly develop my skills and abilities. I have the computer skills like Microsoft Office and Internet Savvy. The abilities and skills that I have learn from my previous work experience and on-the-job training will efficiently be applied to any assignment given to me.

I am willing to come to your office anytime most convenient to you for a personal interview. Enclosed in this letter is my resume.

Sincerely yours,

Cindy L. Cabugason

RESUME

CINDY L. CABUGASON

Zone 2, Linao, Minglanilla, Cebu

Contact Nos. 09226528903 / 09169102745

Email address: cindy_cabugason@yahoo.com

dy_cutie@yahoo.com



OBJECTIVE

To acquire a position in your company that fits to my qualifications and renders a good service for the progress of your company.

EDUCATIONAL BACKGROUND

- Graduated 2014 Bachelor of Tourism Management
Cebu Normal University
Osmeña, Boulevard, Cebu City

WORK EXPERIENCE

- March – May 2014 Convergys Philippines
Banawa, Cebu City
- April – May 2011 Summer Job
Financial Services Division
MLhuillier Philippines
ML Bldg. B. Benedicto St.
North Reclamation Area Cebu City

ON-THE-JOB-TRAINING

- March – May 2013 Cebu City Tourism Commission
Rizal Library Capitol Cebu City
- March – May 2012 Alegre Beach Resort & Spa
Calumboyon, Sogod Cebu

SKILLS AND ATTITUDE

- Ability to work effectively in a dynamic, multi-tasking environment
- Has a computer skill like Microsoft Office and Internet Savvy
- Ability to work independently in a fast paced environment
- Willing to be trained

PERSONAL BACKGROUND

Age	:	20
Birthdate	:	March 8, 1994
Gender	:	Female
Height	:	5'4
Weight	:	51kgs.
Nationality	:	Filipino
Religion	:	Roman Catholic

REFERENCES

- Priscilla Ardoña
Administrative Assistant
Financial Services Division
Mlhuillier Financial Services Inc.
ML Bldg. B. Benedicto St. NRA Cebu City
(032) 232-1892 / 0947-9992460
- Maria Loren L. Payusan
Customer Service Representative
Sykes Asia Inc.
KRC Bldg. 1, Subangdaku, Mandaue City Cebu
0946-4954728 / 0942-3859863
- Mary Grace Z. Camposo
Customer Service Representative
E-Performax Contact Centers & BPO
Xpresso Career Café, JY Square Mall, Salinas Drive
Lahug, Cebu City
0998-9654122 / 0923-5018424