

May 3, 2024

The Chief Executive Officer
Emily C. Mondero
Cooperative Bank of Palawan
Brgy. San Miguel, Puerto Princesa, Palawan

Dear Ms. Emily,

I am writing this letter to express my interest in the position of Account officer at the Cooperative Bank of Palawan and I attach to this letter my resume as part of my application for this role.

As can be seen in my resume, I obtained Bachelor of Science in Entrepreneurship in 2022 and currently working as a Cargo Checker at Prudential Customs Brokerage Services Inc. I work as a Warehouse Checker, a Gate Inspector, and a Cargo/Vessel Checker in addition to those positions which has allowed me to develop my flexibility, Customer/client related skills and pressure management. These experiences have enabled me to develop the ability to maintain a professional yet friendly demeanor in all situations. I understand the importance of creating a positive experience for each customer, and I am confident in my ability to do so.

Thank you for taking your time to read my letter, I would really appreciate it if I were given a chance to personally discuss my qualifications at your most convenient time. Attached here is my Resume for your reference.

Thank you very much ad God Bless!

John Vincent L. Penlas
Applicant