

STEPHANIE KYLE BELMONTE

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Mr. Frederick D. Go, Director
Cebu Air, Inc.
Cebu Pacific Building, Domestic Road,
Barangay 191, Zone 20, Pasay City
(632) 8802-7000
invrelation@cebupacificair.com

Dear Mr. Go,

My name is Stephanie Kyle E. Belmonte and graduated at Polytechnic University of the Philippines, BS Office Administration. I discovered the front desk assistant position at your company through Indeed.

I am eager to submit my application for front desk assistant position at Cebu Pacific Airline. I believe that I have much to contribute towards your company. Though I'm an entry-level applicant, I am prepared to improve my professional capabilities. My eagerness and openness to learn will make me a strong candidate. I am an extremely driven and committed individual with excellent social skills and communication abilities.

I am hoping to speak with you about your open position in an interview. Please take a look at the resume along with this cover letter. Thank you for consideration in reading this cover letter.

Respectfully yours,



Stephanie Kyle Belmonte