

RHIZA B. DE ZOSA

PGDH

Provincial Human Resource Management Office
phrmobats.recruitment2023b@gmail.com

2 July, 2023

RE: Job Letter of Intent for Administrative Assistant IV (Computer Operator III)

Dear Madam/Sir,

I am Jentzen Paolo A. Javier and I am writing to express my sincere interest in the position of Computer Operator III.

I work currently at Philippine Statistics Authority under the National ID Division for Benguet as an Information Systems Analyst I (IT Support) position and had experience with a private entity at New Media Services PTY Ltd., an Australian company based in the Philippines in Baguio as a Multimedia Designer, Video Editor, and Software Quality Assurance Tester.

I obtained a degree in Bachelor of Science in Information Technology at University of Baguio. I have passed my Civil Service Examination at Professional Level, participated in various self-learning and seminars with gained certifications.

Although I don't possess mastery in direct programming and hardware or network configurations, with my present skillset and professional involvement in public service in government and multimedia in an outsourcing industry, I learned that to market oneself is to incorporate niche and wisdom in the words we speak and the actions that we perform. I do hope to be able to provide and deliver an admirable addition to your organization both increasing knowledge and contributing in this field.

Attached is my personal data sheet with work experience and such additional references that may aid in the its hiring process. I am looking forward for a favorable response and hoping to hear from you very soon.

You can contact me via the following (javier.jentzenpaolo@gmail.com , 0997-212-8993).

Thank you, in advance.

Very truly yours,


Jentzen Paolo A. Javier