

Attention: Human Resource Manager

*March 8, 2021*

*Dear Sir/Maam,*

*Due to the economic downfall cause by pandemic, our company suffered a lot and remedy is to cut the manpower and unluckily, I am part of it.*

*I am writing this letter to you because of the possibility of extending your helping hand to me to land a job at any position that I can serve will.*

*Attached is my Curriculum Vitae for your perusal and I hoping for kindness to consider my application. Looking forward of your best time to reply.*

*Thanks a lot.*

*Best regards,*

*Jcuenca  
Jovito Cuenca*

*+97332075058*