

To the Hiring Committee,

Greetings in the name and passion for the pursuit of the progressive customer service!

I am writing to express my interest and enthusiasm to apply for the any vacant position im your company

Although I come to you as candidate who has lack of experience, I hope you will consider my application just as much as you consider someone who has wide skill on the vacant position.

I have spent my early stage of career at the Philippines as administrative staff of different government agencies concerning the advancement of food security and agricultural industry, and academe research and development project. I am extremely fascinated with administrative works for attaining organization's mandate, services, and objectives.

Despite lack of experience, I am still eager to continue my passion for office works, advancement for research and field operation. Saying these, I believe and have the confident that I would be at least fit to everything you are looking for in an applicant.

In addition, I am happy that I am sharing the same values and goals you have on your company that I believe are essentials for me to deliver excellent working outputs that would contribute with the continuing success of your company.

Personally, I am an individual who gets along with people from all social and cultural backgrounds. Moreover, I am aspiring, determined and very loyal to those I work for.

Further details of my past career, skills and academic proficiency could be found in the attached copy of my Curriculum Vitae that I hope would be enticing enough to get an interview with you.

Thank you very much for your time and looking forward for positive response.

Yours truly,

IAN M. DELA CRUZ

Applicant