

Dear Sir/Ma'am,

Desiring to be of service to your prestigious company, I am forwarding my application for any position which fits to my qualification and capability. My objective is to continue contributing to further development and growth of your company and become part of your work force.

I am hard working, self-motivated and can work well with different groups of people. Thus, I can assure you of my diligent effort in doing my best at any job responsibilities that would be given to me in the future. My curriculum vitae, is attached here to provide information about my work credentials.

Hoping for your favorable response, I am anticipating your notice for interview or an exam at anytime convenient for you.

Thank you.

Respectfully yours,

JOEMAR DELA CRUZ