

Jennifer C. Coraza

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Dear Madam/Sir,

Good day! I am currently looking for a job. I was informed that your excellent office has vacancies, and I'm interested in applying for any open opportunities. I am confident that my skills and knowledge from my studies could make a great contribution to your excellent office. I am also willing to do the extra work that you will provide to gain more experience.

I am 23 years old, single, and a fresh graduate from **Visayas State University** with a degree of **Bachelor of Science in Agribusiness** last August 4, 2023. I am confident that my academic background, coupled with my dedication and adaptability, will make me a valuable asset to your team.

Enclosed is my resume, which provides additional details about my educational background and experiences. I would welcome the opportunity to discuss how my skills align with the needs of the company. Thank you for considering my application.

I look forward to the possibility of an interview to further discuss how my qualifications match your requirements.

Very respectfully yours,


JENNIFER C. CORAZA

Applicant