

February 26, 2021

VENICE B. IBAÑEZ

Department Head
Department of Consumer & Hospitality Management
Visayas State University
ViSCA, Baybay City, Leyte

Dear Ma'am Ibañez,

Good day!

I am writing to express my interest in applying for a job in any available position fit for my credentials.

I am capable and proficient in IT jobs such as Microsoft Offices' Word, PowerPoint and Publisher, I can also do basic graphics designing/layout in Adobe Photoshop CS5. I got these skills from my first course which is BS in Computer Science in the Visayas State University (VSU). I also have basic knowledge in accounting. As an HRTM student, I have been equipped with the necessary knowledge that come with any position including time management, work organization and office management.

I obtained my Bachelor's Degree in Hotel, Restaurant and Tourism Management in Visayas State University (VSU), I wish to bring my knowledge, skills and commitment into your establishments' innovative environment.

As an individual, I am someone who is willing to be trained and eager to learn new things and skills needed to enhance myself in any office positions available in your Department. Beyond that, I have attached my curriculum vitae for your perusal regarding my qualifications.

I am hoping for a very favorable response regarding my application, by recognizing my skills and potentials. You may reach me through my email at jipernites001@gmail.com or contact me on this number **0926-120-8700** (Globe) at your most convenient time for an interview.

Thank you and more power!

Respectfully yours,

JEMARRIE G. PERNITES

Applicant