



Josephine Balayon Hill
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Dear Sir / Madam,

I am seeking a good and better opportunity which fit's to gain my future experience, Because of the emphasis based in my work skills. My experienced has afforded me the opportunity to become familiar with the consolidated and unconsolidated work experienced as such a Office Assistant, Receptionist, Secretary, Admin Asst., team works and other related functions. I have extensive experienced.

Through the years of meeting people. I learned how to be more flexible and open-minded person. I am also open to knowledge and committed in any endeavour I pursue.

To further acquaint you with the specific of my background I am enclosing my resume herewith.

Yours sincerely,

Josephine Balayon Hill