Dear Sir/ Madam, 

It is with great interest that I am forwarding my documents regarding my application at your prestige company for any position that may fit my qualification. I have been employed in the UAE in Logistic sector for 3 years at the position of Logistic Assistant and in HR sector for the period of 10 years, during my tenure I work at the positions of an Administrative Assistant, Receptionist, Executive Assistant, HR Coordinator and Payroll Executive. While working, I gained specialization in the coordination segment. I know that my experience working in logistics and human resource related position and other administrative skills would make me an asset to the company.

I have been employed in the Philippines in the retail/food services industries for 5 years at the position of Sales Associate, Cashier, Beauty Consultant, Service Crew and Customer Service. Having worked extensively in retail operation profession, I have fostered strong relationship with customers by maintaining high levels of customer satisfaction.

I have completed my bachelor’s degree in Computer Science from Universidad de Manila, Philippines.

I know that my background and experience would make me an excellent candidate for the position.

I look forward to speaking with you soon.

Regards,

Anadel Santiago Catabay

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