

LORDELEIZ LILOC FAJARDO

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ATTENTION: The Human Resources

June 7, 2023

SUBJECT: COVER LETTER

Dear Sir / Madame;

By means of this letter, I would like to inquire about the possibility of filling an outstanding job position at your prestigious organization. My preference would be to fill the position of Customer Service Representative, Virtual Assistant or Graphic Designer.

I am currently working as a Freelance Photographer and volunteered Administrative Assistant in government sector here in the Philippines. In this current position, I am responsible for the technical work such as communication, documentation, trouble shooting and other support needed. I have especially experienced the ability to multi-task, organized, and prioritize work as very positive.

I would describe myself as someone who is dedicated, self-driven, and proactive, have eagerness to learn new things and can handle the pressure of work. I would like to put these characteristics to use within your organization. My current experience and in addition with my past experienced abroad, has provided me with the expertise to be able to make a valuable contribution in your organization for the position mentioned above and I am willing to learn more from you should I be given a chance.

I would like to further explaining my motivation during a phone meeting. You can reach me either by phone via +63 915 370 4853 or by email johanzbeilor@yahoo.com.

Thank you for your consideration. I look forward hearing from you.

Sincerely,

Lordeleiz Liloc Fajardo