

**Shellberine L. Bantonare**

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Dear Ma'am/ Sir,

I am writing to express my keen interest in any available position in your company that aligns with my qualifications. While I may not have any full-time work experience, my willingness to learn and grow within a positive work environment makes me highly motivated and would be a valuable asset to your team.

My academic background in Bachelor of Elementary Education- Generalist has provided me with strong foundational skills through my academic pursuits and extracurricular activities. I am proficient in excellent communication, problem-solving, decision-making, and computer skills. Microsoft Office suite, including Microsoft Word, PowerPoint, and Excel. I am eager to adapt to new innovative ideas and contribute to the continued success of your organization.

Throughout my academic journey, I developed a deep understanding of technology and its applications in education, administration, and other fields. I am confident that my background in education, combined with computer skills, makes me a suitable candidate for administration, office management, or any other computer-related position in your organization

Thank you for considering my application. I am excited about the opportunity to join your team. I have attached my resume for your review, and I look forward to the possibility of discussing how my skills align with your needs in more detail.

Sincerely,

Shellberine L. Bantonare, LPT  
Applicant