

MAE MARIE TEJANO

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February 3, 2025

Dear HR Manager,

I am excited to apply for the Administrative position at your company. With over five years of experience as a Patient Care Coordinator and two years in real estate, I bring a unique blend of interpersonal, organizational, and problem-solving skills that align perfectly with the demands of this role.

In my role as a Patient Care Coordinator, I honed my ability to manage complex schedules, communicate effectively with diverse groups, and ensure seamless service delivery. My transition into real estate further enhanced my client relations skills, negotiation abilities, and attention to detail, enabling me to thrive in fast-paced environments while maintaining a client-centric approach.

I am confident that my combined experience in healthcare coordination and real estate has equipped me with a versatile skill set, including strong administrative capabilities, strategic planning, and a commitment to excellence. I am eager to contribute my expertise to your company and support your team in achieving its goals.

Thank you for considering my application. I look forward to the possibility of discussing how my background can benefit to your company in more detail.

Best regards,

Mae Marie

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