Janilyn

[Janilyn.332148@2freemail.com](mailto:Janilyn.332148@2freemail.com)

Dear Sir/Madam,

I am writing to express my strong interest in working on your prestigious company with any vacant position. My ability to get along with others, to make necessary adjustments to meet deadlines, and effectively coordinate in fast-paced environments have all contributed to my growth in this field placing a significant trust in me.

I have successfully completed my Bachelor of Elementary Education major in early Childhood Education at Western Mindanao State University. In my working experience in my field for a short period of time, I acquired a good understanding of principles and practices in dealing with others. My ability to converse efficiently, as well as my writing and analytical skills were also far enhanced. I can make a positive contribution to your organization.

Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

Respectfully yours,



**JANILYN**

**OBJECTIVE**:

I am seeking a competitive and challenging environment where I can serve your organization and establish an enjoyable career for myself. To work on a company where I can use my experience and education to help the company meet and surpass its goals.

**Personal Information:**

**Age:** 22 years old

**Date of Birth:** 21st of February 1994

**Place of Birth:** Zamboanga City, Philippines

**Civil Status:** Single

**Religion:** Roman Catholic

**Citizenship:** Filipino

**Height:** 5’2

**Weight:** 53 kg

**Language/s:** English, Filipino and Spanish

**Educational Attainment:**

**COLLEGE GRADUATE**

**Western Mindanao State University**

Zamboanga City, Philippines

**Skills and Abilities:**

* Computer Literate (MS Word, Excel and Powerpoint)
* Flexible – willing to take on a variety tasks
* Committed to completing a job
* Attentive to time schedule
* Ability to learn quickly
* Excellent Communication skill
* Excellent interpersonal skill
* Customer service oriented

**Work Experience and Seminars Attended:**

* An Adviser of Nursery and Kindergarten for 3 months in Immaculate Conception Archdiocesan School of Mercedes
* Teacher of Grade 1 and Kindergarten during summer for 2 months in Immaculate Conception Archdiocesan School of Mercedes
* Attended Rex Academic Conference 2016 "Integrating 21st Century Literacies in the School and the Classroom."
* Attended the seminar-workshop on K-12 Curriculum and Assessment
* Attended the issues in “Teacher-Student Relationship: Increasing awareness of Appropriate boundaries between Teacher and Student
* Completed Job Enabling English Proficiency for four semesters
* Practice teaching in Kindergarten and Grade school pupils