Dear Hiring Manager,

Good Day!

This letter is to express my interest to join in your company. Based on my skills, I am confident that I would be a great addition to your team.

Along with this is my resume that highlights my qualifications, knowledge and expertise in having a customer service oriented is enclosed. During my work in the Philippines, I was able to succeed and have more achievements in career and personal life specially to have a flexible and friendly personality in a healthy working environment.

Hope that you’re giving me an opportunity to be part of your team. I would appreciate the opportunity to review my qualifications in more detail and hope to meet you in person.

Thank you in advance for your time.

**MARY**

**MARY.337106@2freemail.com**

|  |
| --- |
| OBJECTIVE |

**To be able to have a stable challenging entry level position that will uplift and develop my education and background, expand my knowledge, offer opportunities for personal and professional growth.**

|  |
| --- |
| PROFESSIONAL HIGHLIGHTS |

* **Knowledgeable in typing skills**
* **Excellent in oral and verbal communication skills**
* **Oriented in computer application such as Advance Word Processing and Windows Applications (word, power point and internet correspondence).**
* **Work well in teams and along; motivated, efficient and self-reliant**

|  |
| --- |
| EMPLOYMENT HISTORY |

**AVON**

**Siniloan, Laguna Philippines**

**June 2015-August 2016**

***Sales Agent/Distributor***

* **Work with customers to find what they want**
* **Create solutions and ensure a smooth sales process.**
* **Assisting shoppers to find the goods and products they are looking for.**
* **Being responsible for processing cash and card payments.**
* **Answering queries from customers.**
* **Giving advice and guidance on product selection to customers.**
* **Working within established guidelines, particularly with brands**
* **Keeping up to date with special promotions and putting up displays.**

**SOUTH EMERALD SUPERMARKET**

**Siniloan, Laguna Philippines**

**February 2014-March 2015**

***Sales assistant/Cashier***

* **Welcome and greet customers with smile.**
* **Assisting all the customers for what they need**
* **Responsible to generate sale and meet a monthly quota**
* **Verify all the items holding in the shop daily and place order with the Shop Supervisor for the required quantity items/ brands to ensure that minimum stocks are maintained at all times.**
* **Participate actively in sales promotions to increase sales and targets.**
* **Prepare and submit reports periodically on sales turnover and stocks with a view to monitor profitability of operations**
* **Preparing weekly and monthly inventory.**

**EDUCATIONAL ATTAINTMENT**

**Laguna State Polytechnic University 2010-2012**

**Associate in Information Technology**

**UNDER GRADUATE**

**L. de Leon St. Siniloan, Laguna**

**PERSONAL INFORMATION**

**Age : 23**

**Date of Birth : December 21, 1993**

**Civil Status : Married**

**Citizenship : Filipino**

**Height : 5’3ft**

**Language Spoken : English/ Tagalog**

**Expiration date : August 08, 2021**

**Visa status : Visit visa**