Dear Sir/Ma'am:

I am writing to apply for any vacant position in your company. The opportunity presented in this listing is very interesting and I believe my experience and education will make me a very competitive candidate for this position.

I have developed competence in my chosen field, commitment in carrying out the tasks assigned to me, and credibility in my character as a person. I am able to speak, read and write English fluently and have been equipped with skills.

I appreciate your taking the time to review my credentials and experience. Again, thank you for your consideration.

**JOAN** **JOAN.368736@2freemail.com** ****

**CAREER OBJECTIVE:**

 To be able to build up my career as a fit, competent and versatile professional, to develop my skills

and knowledge instilled upon me, to learn more about my field, and to give a satisfactory and convincing performance to the company has expected from me; and eventually expand my horizons and improve on these faculties while gaining mutual growth and benefits with an end goal of providing quality service to its customers.

**SKILLS & KNOWLEDGE:**

 Trained in computer related work.

 Proficient on Microsoft office application

 Good organizational and time management skills

 Above average in oral and written communication.

 Customer and people-oriented; Interpersonal skills

 Team player and works with minimum supervision

 Willing to undergo training and eager for career and personal growth

 Provide administrative support, undertaking clerical tasks such as typing, filing, making phone calls,

 and handling mails.

 **Employment Records:**

 **ROSE PHARMACY INCORPORATED, PHILIPPINES**

 **Position : Pharmacy Assistant**

 **From : July 2011 – November 2012 (1 year and 4 months)**

 **Job Description:**

 Deals with the customers; cleaning the counters,

 medicines and discard any medication from the shelves that maybe

 damaged or expired.

 **ROSE PHARMACY INCORPORATED, PHILIPPINES**

 **Position : Cashier**

 **From : November 2012 – May 2013 (6 months)**

 **Job Description:**

 Operating the cash register.

 Responsible for taking money in the form of cash, check, or credit card from patrons in

 exchange for food or services. Scans items, provides change, balances drawer, and processes

 card transactions.

 **ROSE PHARMACY INCORPORATED, PHILIPPINES**

 **Position : Faltaser (Purchasing Assistant/Inventory Clerk)**

 **From : June 2013 – January 2014 (7 months)**

 **Job Description:**

Answered incoming calls; receive incoming shipments, handle any accompanying paper works and restock as needed; responsible for managing the inventory within the pharmacy once a month; doing weekly reports and also the branch damages; compiled important documents and invoices.

 **ST. MARY’S ACADEMY OF TAGOLOAN, PHILIPPINES**

 **Position : TLE and English Teacher**

 **From : June 2014 – April 2016 (1 year and 10 months)**

 **Job Description:**

 Plan lessons in the subjects they teach. Assess students to evaluate

 their abilities, strengths, and weaknesses. Communicate with parents about students'

 progress.

**Educational Background:**

 **Collegiate** : Bachelor in Secondary Education

Major in Technology and Livelihood Education

 Mindanao University of Science and Technology

 March 2005-2011

 **Licensed Professional Teacher (2015)**