JAYSON Q. MATOS
Present Address: LOT 1328B- NEVIL HILLS BUSAY CEBU CITY
Mobile No.: 09692339024
Email Address: matosjayson4@gmail.com

To whom it may concern,

I am applying for the Forklift Operator with your company and am submitting my documents for your perusal. I know that my background in the factory environment and the operation of forklifts would make me a valued employee and I can be beneficial to your company.

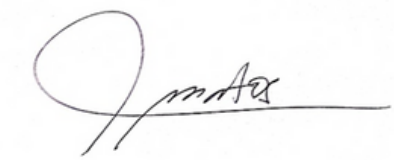
Below are summarized some of the backgrounds that have brought me to answer the ad places by your company. I have experience in various fields of employment and have always been a reliable employee with a flexible attitude.

- I have 10 years of experience driving a forklift and I have the ability to work any shift that is necessary for the company.
- I have in-depth knowledge of fiberglass materials, production processes, and quality requirements.
- My certification to operate a forklift is up to date.
- I have a perfect track record and have never had an accident while driving a forklift because I pay attention to my surroundings to avoid any incidents and I have a strong understanding of safety protocols.
- I know that safety comes first when driving a forklift and I am always communicating with those around me so that they know I am in their area.
- I feel that this attention to detail would make me a great addition to your company.

Thank you for taking the time to consider my application. Please review my resume for more information on my qualifications. I am available at your convenience and can be reached through the contact information I provided.

I look forward to further communication regarding this advertised position. Thank you very much!

Respectfully yours,



Jayson Q. Matos

APPLICANT NAME:

JAYSON Q. MATOS

PERSONAL INFORMATION

Gender :	**Male**
Age :	**39**
Civil Status :	**Single**
Place of Birth :	**Maguindanao**
Religion :	**Roman Catholic**
Nationality :	**Filipino**
Height :	**5'4**
Weight :	**78kgs**
Date of Birth :	**July 21, 1984**
Passport Number:	**P0944315C**
Date of expiry:	**July 15, 2032**

Languages or Dialect you can speak: **English, Tagalog and Visayan**
Person to be contacted in case of emergency: **Romualda M. Pardilla**
09223913243

EDUCATION BACKGROUND

College: **Bachelor of Science in Marine Transportation**
University Of Visayas
D. Jakosalem, Colon Street, Cebu City, Philippines
Undergrad

Secondary: **Villarica National High School**
Midsayap, North Cotabato, Philippines
S.Y. 2000-2001

Elementary: **Libungan Central Elementary School**
Libungan, North Cotabato, Philippines
S.Y. 1996-1997

SPECIAL SKILLS

- **Proficient in operating specialized forklifts used in fiberglass pipe production**
- **In-depth knowledge of fiberglass materials, production processes, and quality requirements**
- **Effective communication and collaboration with production teams and supervisors**
- **Computer Literate**
- **Creativity**
- **Ability to Work Under Pressure**
- **Leadership**
- **Teamwork**
- **Time Management**
- **Self-Motivation**
- **Responsible**

EMPLOYMENT INFORMATION

Company: **Arabian Gulf Company**
Address: **Saudi Arabia**
Position: **Loader**
Date: **2008-2011**

Company: **Advanced Piping Solutions**
Address: **Saudi Arabia**
Position: **Forklift Operator**
Date: **2012-2022**

Summaries of Duties:

- **Lifting Pipes &Lifting pallet from Production Department.**
- **Loading & Unloading Pipes.**

CERTIFICATES OF SEMINARS AND ACADEMIC AWARD

- **Certificate of Training for Pipe Handling & Forklift & Terex Operation**
- **Certificate of Completion for Forklift Operator**
- **Certification of Completion for Forklift Safety**
- **Certification of Appreciation for His Sincere Efforts & Valuable Services**
- **National Certificate II in Heavy Equipment Operation on Forklift**

CONTACT DETAILS

- Mobile number: **09692339024**
- Email Address: **matosjayson4@gmail.com**
- FB Account: **CJ Matos**
- Present Address: **LOT 1328B- NEVIL HILLS BUSAY CEBU CITY**
- Permanent Address: **LOT 1328B- NEVIL HILLS BUSAY CEBU CITY**

REFERENCES

Mr. Dominador de los Santos
Liason Officer
Androme agency
09059403386

Ms. Jocelyn Burro
Administrative Secretary
IUPP agency
09357468716

Ms. Candelaria A. Mesa
Office Assistant
Androme agency
09694878498