

TO: **The Hiring Officer**

Good day,

I would like to formally submit my application for a job opportunity as a **Farm Worker** or **any available position** that will fit my background and qualifications. I am a multi-skilled and dedicated Professional with an educational background in Organic Agriculture Production and a Bachelor's Degree in Information Technology. I have 5 years of total work experience in Agriculture and Car Dealership industries in the Philippines.

I am a Filipino Citizen seeking for a suitable work to apply my knowledge, skills and pursue my career under your management. I am physically fit, capable to work well independently or with diverse teams with the ability to correspond and follow in both oral and written instructions.

I am currently employed as a **General Farm Worker - Labourer** since November 2023 at Coronel's Farm & Rest-O – One of the leading organic farms in Tarlac, Philippines. Prior to that, I worked as a **Coordinator / Customer Care Representative and as a General Farm Worker - Labourer** on the earlier stage of my career in the Philippines. Where I performed my duties and responsibilities well, with complete passion, hard work and an excellent performance on each role entrusted.

With years of professional experience and my educational foundation, I have acquired below core strengths and set of skills as my stronghold for my job application:

- 5 years of total work experience in Agriculture and Car Dealership industries in the Philippines.
- Proven hands-on experience and expertise as a General Farm Worker – Labourer and Coordinator / Customer Care Representative.
- Undergone in-house trainings for career growth and skill advancement.
- Organic Agriculture Production vocational course graduate.
- Bachelor of Science in Information Technology graduate.
- Excellent verbal and written communication skills.
- Proficient in operating work-related equipment, tools, programs and processes.
- High degree of professionalism, resilience and interpersonal skills.
- Patient, compassionate attitude, with a friendly, energetic disposition.
- Excellent organizational and time management skills.
- Exceptional ability in following Standard Operating Procedures and Occupational Safety Standards.
- Ability to interact freely with customers and resolve issues quickly.
- Capable of handling responsibilities with minimum supervision.
- Capable of learning and adapting to new challenges.
- High sense of loyalty and integrity.
- Ability to work on extended hours.
- Ability to work in a multicultural environment.
- Willing to relocate, be trained and work in Canada at the earliest possible time.

I am confident that my education, expertise and professional background is what sets me apart from other candidates for this job position that you require.

I look forward to discussing the position and my qualifications with you in more detail.

Thank you so much for your time and consideration.

Sincerely,

Reggie Tumbokon Sanchez
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REGGIE T. SANCHEZ

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Philippine Passport Holder

OBJECTIVE: I am a multi-skilled and dedicated Professional with an educational background in Organic Agriculture Production and a Bachelor's Degree in Information Technology. I have 5 years of total work experience in Agriculture and Car Dealership industries in the Philippines. Seeking for a job opportunity as a **Farm Worker** or **any available position** that will fit my background and qualifications.

SKILLS SUMMARY:

<u>General Farm Operations</u>	<u>High sense of loyalty and integrity</u>
<u>Organic Agriculture</u>	<u>Organizational Skills</u>
<u>Crop Production</u>	<u>Ability to Multitask</u>
<u>Complaint Management</u>	<u>Critical and Methodical Thinking Skills</u>
<u>Food Safety & Handling</u>	<u>Communication Skills: Verbal & Written</u>
<u>Sales and Customer Service</u>	<u>Training / Mentoring Skills</u>
<u>Quick learning ability</u>	<u>Workplace Safety Practices</u>
<u>Leadership & Collaboration Skills</u>	<u>Strong Attention to Detail</u>

Computer Literate: Knowledgeable in basic Microsoft Office and other relevant programs and applications.

WORK EXPERIENCE:

Position Held : **General Farm Worker - Labourer**
Company : Coronel's Farm & Rest-O
Industry : Agriculture
Location : Victoria, Tarlac, Philippines
Period : November 2023 to Present

- Dig and plant seeds, or transplant seedlings by hand.
- Harvest fruits and vegetables by hand.
- Record information about crops, such as pesticide use, yields, or costs.
- Assist in repairing and maintaining farm vehicles, implements, and mechanical equipment.
- Identify plants, pests, and weeds to determine the selection and application of pesticides and fertilizers.
- Inform farmers or farm managers of crop progress.
- Load agricultural products into trucks, and drive trucks to market or storage facilities.
- Operate tractors, tractor-drawn machinery, and self-propelled machinery to plow, harrow and fertilize soil, or to plant, cultivate, spray and harvest crops.
- Participate in the inspection, grading, sorting, storage, and post-harvest treatment of crops.
- Repair farm buildings, fences, and other structures.
- Set up and operate irrigation equipment.
- Apply pesticides, herbicides or fertilizers to crops.
- Clear and maintain irrigation ditches.
- Direct and monitor the work of casual and seasonal help during planting and harvesting.

Position Held : **Coordinator / Customer Care Representative**
Company : Hizon Auto Group (Hyundai Tarlac)
Industry : Car Dealership
Location : Tarlac City, Tarlac Philippines
Period : November 2021 to August 2023

- Handle escalation calls for customer complaints and commendations.
- Prepare and submit sales report and monthly reports.
- Invoicing of new registration
- Providing Customer Assistant at all transactions needed
- Employ knowledge and skills in graphic design using canva and basic skills in video editing.
- Boost FB Page of all Hizon Auto group
- Calling of customer/communicate with customer (customer feedback on their transaction)
- Preparing documents for new vehicle registration and renewals.

Position Held : **General Farm Worker - Labourer**
 Company : Coronel's Farm & Rest-O
 Industry : Agriculture
 Location : Victoria, Tarlac, Philippines
 Period : January 2018 to October 2021

- Dig and plant seeds, or transplant seedlings by hand.
- Harvest fruits and vegetables by hand.
- Record information about crops, such as pesticide use, yields, or costs.
- Assist in repairing and maintaining farm vehicles, implements, and mechanical equipment.
- Identify plants, pests, and weeds to determine the selection and application of pesticides and fertilizers.
- Inform farmers or farm managers of crop progress.
- Load agricultural products into trucks, and drive trucks to market or storage facilities.
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EDUCATION:

Vocational Course:

Organic Agriculture Production
 Amorex TechVoc Institute
 Victoria, Tarlac, Phillipines
 2023

Tertiary:

Bachelor of Science in Information Technology
 STI College
 San Vicente, Tarlac, Phillipines
 Year Graduated : 2017