

November 22, 2021

DR. EDITHA C. ALFON
SUC President III
Fuentes Drive, Roxas City

Thru:
DR. HONEY LEE E. CASA, DPA
Campus Administration
CAPSU-Pontevedra Campus

Dear Dr. Alfon,

With great interest and enthusiasm, I am writing this letter to signify my intention to apply for **Administrative Assistant V (Computer Programmer I)** position as advertised through csc.gov.ph posted last November 10, 2021.

The role as Computer Programmer is very appealing to me and I believe my technical experiences (software and hardware) and education make me a highly competitive candidate for the position. Allow me to pinpoint some of my key strengths that would support this endeavor:

- Pliant in using MS Office Tools (Word, Excel, PowerPoint and Publisher) and Google apps.
- Provide beyond basic computer troubleshooting and software/apps installation.
- Provide effective secretarial, administrative support and clerical functions.
- provide exceptional contribution to customer service for all customers
- Hard working and can work with less supervision or under pressure.
- Willing and eager to learn new things and accept new ideas.

With a BS degree in Information Management, I have a comprehensive understanding of the software development life cycle. I have also worked as Instructor in the BSIT Department of CapSU Pilar and computer programmer at DSWD which further honed my skills particularly in applying new technologies as appropriate.

Herewith attached are my resume and pertinent documents for your perusal.

I can be reached anytime via email at aj.is.outnow@gmail.com and Mobile phone (+63)939-723-1722.

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

Sincerely,


ANEE JANA B. SILVERIO
Applicant