

The Human Resources Department

Dear Sir/Madam,

Your job advertisement interests me a lot because I possess almost all the qualities you are looking for. I am 47 years old with excellent health and of good moral character. I took up a Bachelor of Business Administration with Marketing as my major and after a year, I took up a Master in Business Administration at the same university. However, due to demanding workloads and schedule I had to pause for a while. I am also MS Office and Google Suite Literate.

I understand that you're looking for someone who is creative, self-motivated, result oriented, and with a keen sense of building business. At my age, I should say that I gained strong management skills and a high level of maturity from the work experiences and industries that I made rewarding business negotiations. In addition, having a healthy positive attitude towards work and a hefty heart to withstand work-related pressures made me an analytical person in tough and critical situations. I also believe that one has to have the desire to have the ability not just to deliver but also to surpass the company's expectations in the pursuance of its goals and objectives.

With the aforesaid qualifications and attributes, hope I have met your exacting requirements. Please find attached my resume for your further evaluation and consideration.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'Reynaldo T. Gomez', with a stylized flourish at the end.

Reynaldo T. Gomez