

Dear Sir/Madam,

Good Day!

I am a graduate of Bachelor of Industrial Technology Major in Computer with 15 years of professional working experienced in Project Management, Administrative, Secretarial, Customer Service, Data Entry and office works. I am well versed in MS Office application & General computer literacy.

This position particularly interests me because I could certainly contribute my vast experience and expertise in the field of Project Management, Customer Service, Data Entry, Administration, Account Management, Resource Management, Calendar Management/Scheduling, Email/Inbox Management, Data Management, Generating Report, and office works. I am self-motivated, positive attitude and strong organizational skills. I have the attention to details and time management skills. I am result oriented and resourceful. I am flexible, hardworking, trustworthy, detail oriented, able to multi-task, dedicated, team player and have always meet expectations. Also, I am willing to undergo trainings to enhance my skills and knowledge.

It would be a great privilege to be invited for an interview and discuss further how I can contribute more to continuous growth of your office.

Attached herewith is my detailed resume for your reference.

Thank you very much and God Bless.

Best Regards,

Elizabeth I. Manalo