


**JAMES R. RODRIGUEZ**

 Lot 3 Block 1 V&G Phase 1,  
Brgy.109 Calanipawan, Tacloban City, Leyte  
📞 0918-9523521 ✉ [nadine.lustre@gmail.com](mailto:nadine.lustre@gmail.com)

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June 8, 2016

**MR. RODRIGO ROXAS**

Human Resource Director  
Savemore Tacloban  
Tacloban City

Dear Mr. Roxas:

This letter is in response to your ad placed in Facebook.com for a Data Encoder.

I am very interested to apply for that said position. I am James R. Rodriguez, 25 years old and single. I am residing in Barangay 83-C Tacloban City, Leyte.

My background includes having graduated from High School in March 2014 from San Jose National High School. I also studied Bachelor of Science in Education at Leyte Normal University but was forced to stop my studies when I was in 2<sup>nd</sup> Year College due to financial difficulty.

I had a work experience as a stockman at Robinson's Tacloban for 6 months but my contract ended in March 2016. I underwent a Computer and Internet Literacy Course as a Scholar of Plan International and Symphonics Co. Ltd.. During the 15-day training I gained valuable experience in Microsoft Word, Microsoft Excel and Internet literacy which can help me a lot perform well in the job which I am applying for.


I would be happy to be called for an interview at your most convenient time. You can contact me at my Cell No. 0917-123-4567.

Sincerely,

**JAMES R. RODRIGUEZ**

Applicant

**JAMES R. RODRIGUEZ**

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June 7, 2016

**GEORGE GONZALES**

XYZ Company  
P. Zamora St., Tacloban City  
Leyte, Philippines 6500

Dear Mr. George Gonzales,

I am writing to apply for the position of Cashier as advertised in the *Tacloban Jobfinder* in Facebook.

As required, I am enclosing a completed job application, my certification, my resume, and three references.

The opportunity presented in Facebook post advertisement is very interesting, and I believe that my strong work experience, education and desire for work will make me a very competitive candidate for this position.

Please see my resume for additional information on my experience.

I can be reached anytime via email at [john.donaldson@emailexample.com](mailto:john.donaldson@emailexample.com) or my cell phone, 909-555-5555.


Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity at your most convenient time.

Sincerely,

**James R. Rodriguez**

*Applicant*

**JAMES R. RODRIGUEZ**

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June 8, 2016

**Mr. Rodrigo Roxas**

Human Resource Director  
Savemore Tacloban  
Tacloban City

Dear Mr. Rodrigo Roxas,

I am interested in applying for any position available in your company which is suitable to any educational background and qualifications.

I am James R. Rodriguez, 25 years old and single and I am residing at No. 8 Katipunan St., Barangay 83-C Tacloban City, Leyte.

My background includes having graduated from High School in March 2014 from San Jose National High School. I also studied Bachelor of Science in Education at Leyte Normal University but was forced to stop my studies when I was in 2<sup>nd</sup> Year College due to financial difficulty.

I had a work experience as a stockman at Robinson's Tacloban for 6 months but my contract ended in March 2016. I underwent a Computer and Internet Literacy Course as a Scholar of Plan International and Symphonics Co. Ltd.. During the 15-day training I gained valuable experience in Microsoft Word, Microsoft Excel and Internet literacy which can help me a lot perform well in the job which I am applying for.

I look forward to hearing from you about the progress of my application. If you have any further questions or require any additional documentation, you can contact me at my Cell No. 0917-123-4567.


Thank you for your time and consideration.

Very truly yours,

**JAMES R. RODRIGUEZ**

Applicant

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June 8, 2016

**MR. RODRIGO ROXAS**

Human Resource Director  
Savemore Tacloban  
Tacloban City

Dear Mr. Roxas,

I heard from a friend that you are in need of a Cashier. I am therefore sending this letter to apply for the said position of a Cashier as I believe that I am an excellent fit for the said position.

I am James R. Rodriguez, 25 years old and single and I am residing at No. 8 Katipunan St., Barangay 83-C Tacloban City, Leyte.

My background includes having graduated from High School in March 2014 from San Jose National High School. I also studied Bachelor of Science in Education at Leyte Normal University but was forced to stop my studies when I was in 2<sup>nd</sup> Year College due to financial difficulty.

I had a work experience as a stockman at Robinson's Tacloban for 6 months but my contract ended in March 2016. I underwent a Computer and Internet Literacy Course as a Scholar of Plan International and Symphonics Co. Ltd.. During the 15-day training I gained valuable experience in Microsoft Word, Microsoft Excel and Internet literacy which can help me a lot perform well in the job which I am applying for.

I believe that after you have reviewed my experience and resume you will see that I possess the appropriate skill sets which match your requirements for the job.


I look forward to hearing from you about the progress of my application. If you have any further questions or require any additional documentation, you can contact me at my Cell No. 0917-123-4567.

Thank you for your time and consideration.

Very truly yours,

**JAMES R. RODRIGUEZ**  
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June 8, 2016

**MR. RODRIGO ROXAS**

Human Resource Director  
Savemore Tacloban  
Tacloban City

Dear Mr. Roxas,

I am writing to you to express my interest in the job of a Stockman Clerk in your company. I believe that I am an excellent fit for the position of Stockman Clerk at Savemore Incorporated.

I am James R. Rodriguez, 25 years old and single. I am residing in Barangay 83-C Tacloban City, Leyte.

My background includes having graduated from High School in March 2014 from San Jose National High School. I also studied Bachelor of Science in Education at Leyte Normal University but was forced to stop my studies when I was in 2<sup>nd</sup> Year College due to financial difficulty.

I had a work experience as a stockman at Robinson's Tacloban for 6 months but my contract ended in March 2016. I underwent a Computer and Internet Literacy Course as a Scholar of Plan International and Symphonics Co. Ltd.. During the 15-day training I gained valuable experience in Microsoft Word, Microsoft Excel and Internet literacy which can help me a lot perform well in the job which I am applying for.

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I look forward to hearing from you at your most convenient time. You can contact me at my Cell No. 0917-123-4567.

Sincerely,

**JAMES R. RODRIGUEZ**

Applicant