



Glenda Da-ao

Napaliran, Balingasag, Misamis Oriental, Philippines
Email: glendadaao@gmail.com
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Professional Summary

Motivated and hardworking 3rd Year Bachelor of Secondary Education major in Sciences student seeking a Virtual Assistant position or any job opportunity. Possesses good communication skills, basic computer knowledge, and the willingness to learn new tasks quickly. Dedicated, reliable, and eager to contribute positively to a team and grow professionally.

Career Objective

To obtain a Virtual Assistant position or any suitable job opportunity where I can apply my communication skills, adaptability, and dedication while gaining valuable work experience and contributing to the success of the company.

Education

St. Rita's College of Balingasag
Bachelor of Secondary Education – Major in Sciences
3rd Year College Student

Skills

- Basic Computer Skills
- Communication Skills
- Time Management
- Teamwork and Collaboration
- Adaptability
- Willingness to Learn
- Organizational Skills
- Basic Microsoft Office Knowledge

Personal Information

Gender: Female
Age: 21 years old

Cover Letter

Glenda Da-ao
Napaliran, Balingasag, Misamis Oriental
glendadao@gmail.com
09268659524

Dear Hiring Manager,

Good day!

I am writing to express my interest in applying for a Virtual Assistant position or any available job opportunity in your company. I am currently a 3rd Year college student taking up Bachelor of Secondary Education major in Sciences at St. Rita's College of Balingasag.

Although I may not have formal work experience yet, I am hardworking, willing to learn, and dedicated to performing my responsibilities professionally. I have basic computer knowledge, good communication skills, and the ability to adapt quickly to new tasks and environments.

I would be grateful for the opportunity to contribute to your company while also developing my skills and experience. I am eager to learn and ready to work with commitment and professionalism.

Thank you for your time and consideration. I hope to hear from you soon.

Sincerely,
Glenda Da-ao