

Dear Sir / Madam,

*I am **ANGELINE UNABIA ALIMA**, 28 years old, born on December 13, 1981 Single and in excellent health. I'm a kind of person who's honest, hardworking, with self-discipline, loving, caring and easy to get along with. I'm the youngest child in the brood of four. I grew up in a simple, loving surrounding and with God fearing family in the Philippines. My father is 62 years old and a retired Soldier, while my 64 years old Mom was a retired Teacher.*

I obtained my degree of Bachelor of Science in Commerce with major in Banking and Finance at the Southwestern University in year 2002.

After I graduated in College I tried to seek job in a bank but unfortunately they preferred to hire an Accountancy graduate. Therefore, I made up my mind to try my luck to work abroad. From year 2002 up to 2006 I was hired as a Machine Operator in Electronics Company in Taiwan. After I've finished my contract I went back to my home town and decided to take a Caregiver Course in the same university where I finished my college.

May 2008 up to the present, I was lucky to employ as a Nanny here in Taiwan. I'm taking care of two children ages 2 and 5 years old. My duties and responsibilities for them are bathing, changing diaper, feeding formula milk, sterilize the feeding utensils, give a soft massage, listening rhymes, story telling, tutoring, teach them how to sing, dance, count, read and write. I also prepare some nutritious food for them such as fresh fruits, vegetables and juices. If the weather is fine I used to bring them to the park to mingle with the other kids and play some ball games, swing,

slide or hide and seek. I always assure of their safety and I treat them as my own children.

Parts of my duties also are to maintain the cleanliness inside and outside of home. I do the general cleaning, car washing, ironing, cooking, laundry and marketing. Time is Gold for me. I have my own time table of work so that I can handle my job and everything would be in order even with or without the presence of my employers. I consider myself as a good caregiver because I have the knowledge, skills and good attitude. I possess a character of being polite. I always pay attention, patient and caring. Being a good caregiver my priorities are the people that I care of. I know how to plan and organize my entire works because these are my duties and responsibilities.

If I am lucky to be chosen by you, I assure you that I'm capable of handling my job efficiently. I can work with under minimum supervision and I will do my best to meet your standard way of living and to provide quality service to your satisfaction.

Thank you very much for reading my letter, I hope I exceed your expectations as employee.

Respectfully Yours,

Angeline U. Alima