

## English Composition Test

### General English Composition

**Name**

Manilyn Tero

**Date**

02/18/2020

**What made you apply for the position?**

I have been working graveyard shift for the last four years, missed a lot of family events, holidays and special occasions. I have heard that Pathcutters is offering day shift job and I am hoping to get one. I'll get to have a regular schedule which will not cause my health to deteriorate.

**Why do you think you are suitable for the position?**

I believe I have all the preferred capabilities of being a virtual assistant. I have developed customer service approach in BPO. I also have admin background since I had an office job for 6 years. I can be easily trained and can work under minimal supervision

**If you could travel anywhere in the world (for a holiday), where would you go and why (at least 80 words in length)?**

If given the chance, I would love to travel in Australia. I love the laid back type living of people in there. And I also learned that Australia has a lot of beaches, and I would love to spend some time basking myself in the sun. Plus I'll get to have a chance to encounter koalas and kangaroos.

**If you could meet anyone in the world, who would it be and why (at least 80 words in length)?**

I have been a great fan of the band Coldplay. I would love to meet all the members of the band, especially the vocalist Chris Martin. I would love to spend time with them listening to their song live and maybe request for some covers. I have already save for their concert here in Philippines but it was not enough. So maybe some other time.

**What is your favorite form of social media? (at least 80 words in length)?**

I have facebook, but I spend more time in instagram. In facebook I can't filter the feeds. Sometimes I get to see some fake news and people ranting which I try to avoid. Not everyone I know have instagram and I find it less crowded than facebook. and I only follow few celebrities and some inspirational pages, I make sure that I can get positivity with people I follow. Plus it is a real update from celebrities because they are the ones posting it

**iPhone or Android and Why? (at least 80 words in length)?**

I have an android and iphone. but I can use android more than an iphone. It is more user friendly for me. and have more applications that i can download in the app store, for IOS it is limited. and sometimes there are some files that I can't share with my other friends because it is not compatible.

### Answering a Support Ticket

**I am unable to open the Excel spreadsheet that you sent me yesterday (designed in Office 2007). I am currently using Office 2003. Can you please let me know how I can open the spreadsheet?. - Jenny**

Oh I'm so sorry to hear that Jenny. But no worries, let me go ahead and save this file again to a format that may support your version of Excel, then I'll send it back to you.

**I've been trying to log-in to my account for hours. It says Username or Password incorrect. I am 100% certain that I am entering the correct info. Do you know why this is happening? - Chris**

Oh I see, but have you tried to checks if your Caps Lock is on? how about number lock? Let's try it one more time Chris, make sure that there is no space before and after the fields as it may cause also an error. If it will still not work, then I'm gonna help you recover the password.