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HONEY SOFIA V. COLIS

Director, HRMD
VSU, Baybay City, Leyte

Dear Ms. Colis,

Good day!

I am writing to express my sincere interest in applying for a position as an Administrative Aide VI (Clerk III) that has posted in website. I am confident that my professional background and work experience make me a suitable candidate for this role.

I previously worked as a Research Assistant at University Of Cebu-Banilad, where I was exposed to various administrative and clerical duties, including documentation, data organization, report preparation, and other paper-related tasks vital in supporting academic and office functions.

If you are looking for a motivated and passionate person who is committed to the highest standards of work performance I would welcome the opportunity to meet you for an in-depth discussion. I am available for an interview at your earliest convenience, please contact me via phone or email to arrange a time and date for us to meet.

Thank you for taking the time to review my application. I look forward to your positive response and to be working with you.

Respectfully,

ANGELICA JOYCE P. ALPECHE

Applicant