

**HONEY SOFIA V. COLIS
OIC DIRECTOR, ODHRM VSU
BAYBAY CITY, LEYTE**

April 18,2023

Dear Ma'am:

Good Day!

I am writing to apply the position of an Administrative Officer I with item number of ADOF1-31-2004.

My worked experienced was being a Main Stock Clerk and as a Customer Care Staff of in Executive Optical assigned in Robinsons Place Ormoc started April 2018 to June 2022.

If given a chance to work with, I am very much willing to work with zeal and dedication to carry out the vision and Mission. Thus, is will enhance my skills, practice my profession and prove my worth as an individual.

Attached here with requirements together with Worksheet stated my duties and responsibilities.

Personal interview is highly appreciated in my part at your most convenient time. You can easily contact to my personal email: genalynalmoroto@gmail.com Contact number: 09517998500

I am looking forward of working with you. God bless and more power.

Respectfully yours,


**Genalyn A. Arma
Applicant**