

JOREEN Y. SALERA

Brgy. Tuburan Calubian, Leyte

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HONEY SOFIA V. COLIS

OIC DIRECTOR ODHRM

VSU, BAYBAY CITY

Dear Maam

Good Day! I am writing to apply for the position **Administrative Aide III Position (Utility Worker II)** in Visayas State University, BayBay City Main Campus

I obtained my Bachelor Degree in Elementary Education in Biliran Province State University, Naval, Biliran. I hope I bring my knowledge, skills and commitment to excellence to the university.

My recent job, is a Barangay secretary (Brgy. Tuburan Calubian, Leyte) I am responsible to prepare and keep the minutes of all meetings in Sanguniang Barangay and the Barangay Assembly and other Clerical works. The key strengths that I possess for success in this position include, but are not limited to the following:

- Computer Literate
- Experience in Administrative Clerical Task
- Adaptive in any working environment
- Hardworking

I am willing to be trained to further to improve and acquire develop new skills.

Thank you for your time to consider this application.

Sincerely,


JOREEN Y. SALERA