

AJIE C. ABIT

Brgy. 5-A, Lopez Jaena, Tacloban City

0966-137-3450

jie25abit2000@gmail.com

December 17, 2024

HONEY SOFIA V. COLIS

Director, HRMO VSU,

Baybay City, Leyte

Dear Honey Sofia V. Colis,

I am writing to express my keen interest in the position of Administrative Aide VI (Clerk III) with Plantilla Item No.: ADA6- 96-2004 at VSU MAIN (Procurement Office), Baybay City, Leyte, as advertised on CSC Job Portal. With my proven administrative skills, strong organizational abilities, commitment to providing exceptional support and willingness to grow, I am confident that I can make a valuable contribution to your team.

In my present role as Graphic Artist and Accounting Staff at Ruby Star Enterprises, I gained valuable experience in graphic designing, managing calendars, scheduling meetings, data entry, proficiency in Microsoft Office Suite and Adobe Photoshop.

I am trained organized and detail-oriented individual with well communication and interpersonal skills. I am adept at prioritizing tasks, meeting deadlines, and working effectively both independently and as part of a team. I am eager to learn new skills and contribute to the success to your office.

Thank you for your time and consideration. I have attached my PDS for your review and welcome the opportunity to discuss my qualifications further in an interview.

Sincerely,



AJIE C. ABIT

Applicant