

Brgy. Makinhas  
Baybay City, Leyte  
September 27, 2021

**HONEY SOFIA V. COLIS**  
OIC Director, ODHRM  
VSU, Baybay City, Leyte

Dear Ma'am,

Greetings!

A person with high regard for your institution and with an earnest desire to serve is applying as a position *Administrative Aide III (Clerk I)* vacancy. I believe my background and skills closely match your job requirements and I am confident I can make positive contribution in your company.

I am a graduate of Bachelor of Secondary Education major in Biological Sciences program at the Visayas State University – Main Campus on April 22, 2015. I passed the Licensure Examination for Teachers (LET) on March 20, 2016. I am an NC II Holder and Bread and Pastry Production is my qualification. I am also a hardworking and determined and a person with strong faith in God. As a neophyte to the world, I am much eager to learn and work in a community wherein I can share my expertise and skills to other and at the same time to grow as a person.

Should you consider my application for the position. I am very willing to report for an interview at your most convenient time. I can be reach through my email *jemilygill@yahoo.com* and my mobile number 09380697292. I hope to speak with you soon.

Sincerely,

JEMILY I. GILL