

6 April 2021

HONEY SOFIA COLIS
OIC Director, ODHRM
VISAYAS STATE UNIVERSITY
Baybay, Leyte

Madame:

Being in the public service has always been the noblest profession for me, and considering my academic achievements and recent work experience, I have decided to apply for the position of **Administrative Officer IV (ADO4-19-2004)**. I have attached my Personal Data Sheet and other pertinent documents that certify my eligibility and accomplishments.

I am connected with the Mines and Geosciences Bureau Central Office as Administrative Officer III. Additionally, I have taken up 99 units of law courses as my postgraduate course.

My education and work experience has taught me skills such as patience, time management and good relationships with other employees. My connection with government agencies has taught me to be organized, on time, disciplined and professional.

I am willing to be educated and trained further for a more efficient and effective performance in the administrative and support system of the office to which I will be assigned.

I understand that I am currently employed in Quezon City. As the breadwinner, it was a practical choice. However, my mother recently died and as the eldest I needed to be with my younger siblings, the youngest being in primary school.

I will be glad to answer further questions regarding my resume. Thank you for considering my application and more power!

Sincerely yours,



KATHLEEN AMOR RIVAS BERONES

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Applicant