

October 15, 2022

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


To Whom It May Concern;

Good day Ma'am/Sir, I am writing to express my interest for the vacant position posted on JobStreet as an Administrative Aide III (Clerk I). I would like to work in a position where I can acquire new knowledge and skills. I obtained my Bachelor's Degree in Agribusiness at Visayas State University (VSU). I've been working at the Department of Agrarian Reform before as a field validator specifically as Environmental and Social Safeguard (ESS) and SPLIT-Documentor in which, I believe I can use my skills in dealing with people.

I wish to bring my knowledge that comes with the position including interpersonal skills, learning enthusiasm, and other characteristics of a good employee which includes flexibility and hard work. I am also equipped with computer skills. Furthermore, I am willing to accept whatever task that would help not just the institution to develop but to myself as well. I would be interested in learning more about this work and available opportunities, I have enclosed my Personal Data Sheet for your reference.

Thank you and I am looking forward to hear from you soon.

Sincerely Yours,


Jhonnabel P. Magan