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Dear Sir,

A pleasant day to you!

I am writing to express my interest for the position of Administrative Aide IV (Clerck II) in your good office.

I am currently working as a Science Research Assistant at Philippine Root Crops & Research Training Center-VSU and I believe I am equipped with the qualifications for the said position. In my current position, I maintain an exceedingly functional working environment and can work independently with minimal supervision. I respond to requests from colleagues and clients in a timely manner.

I look forward to hearing from you about the progress of my application. If you have any further questions or require any additional documentation, please contact me using the above information.

Thank you and God bless.

Respectfully yours,


MARTIN B. BARBOSA
Applicant