

Brgy. Villa Cornejo, Kawayan,
Biliran, Philippines
April 9, 2021

HONEY SOFIA V. COLIS

OIC Director, ODHRM
Visayas State University
VSU, Baybay City, Leyte

Dear Ma'am;

Good day! I am writing this letter in response to the publication released/ posted at CSC Region VIII official website about the vacant position/s in your office. I would like to undertake such opportunity and express my intention to apply for the position of **Administrative Aide IV (Clerk II)**.

My experiences in college have helped me grow to be an outcome-oriented individual. I have also enrolled in courses related to management, conflict resolution, process formulation and decision-making and I believe I am equipped with the basic understandings regarding this job. Furthermore, I have worked with various organizations and activities where I have developed the skills and capabilities necessary in achieving sustainable growth and positive workforce.

Having the initiative in the workforce has always been my academic and career strength as I take part the responsibility whenever I feel the need to do so. I also have a positive outlook with regards to:

- Understanding my responsibilities and taking every step as a challenge.
- Having progressive work ethics.
- Maintaining social skills that resonates harmonious relationships in the workforce.
- Giving the best I can in any circumstances to meet the organization's objectives.

I believe the qualities, abilities, and expertise I possess make me an excellent candidate for this job. I am considerate, pleasant and dependable and I am comfortable working with all personality types.

Attached herewith is my personal data sheet and other documents. Thank you for taking the time to review my credentials. I would be very glad to welcome the opportunity to work with the organization.

Should there be a need to clarify few things, please contact me at 0906-049-8461 or email me at jejabuen@up.edu.ph , junasej@gmail.com . I hope to hear from you soon. Thank you and more power!

Sincerely,



Junas E. Jabuen