

December 20, 2022

**ALFE MAE ANN E. MARINAY**

Barangay Ga-as, Sitio Pikas  
Baybay City, Leyte, Philippines  
09203429869

**HONEY SOFIA V. COLIS**

OIC Director, ODHRM  
VSU, Baybay City, Leyte

Thru: **ELIZABETH S. QUEVEDO**

Head, Department of Pure and Applied Chemistry  
Visayas State University  
Visca, Baybay City, Leyte

Dear Ma'am,

Greetings!

I am writing to express my interest in applying for **ADMINISTRATIVE AIDE VI (Clerk III)**, to be assigned at DoPAC, VSU Baybay.

I am Alfe Mae Ann E. Marinay, 24, graduated with Bachelor of Science in Business Administration at FCIC. I am a *Career Service (Professional) Second Level Eligible* with a passing score of 81.5%. Currently I am a job order employee, with a 3 years work experience as a Clerk/Administrative Aide I and as a Document Records Controller at the Physical Plant Office in Visayas State University, I also worked for 1-year and 3 months as an Accounting Staff at LGU Baybay, and had a 300 hrs. job training at Baybay City Water District, as an assistant of the record officer.

I am applying for this position because I want to utilize and input my knowledge, skills and trainings in your good office to contribute and to help in improving the good services you are giving to your clients. I believe that being an Administrative Aide for 3 years, I have been equipped with the necessary knowledge, skills and attitude, that I can utilize to the position I am applying for. I already have a broad knowledge when it comes to computer programs, I am able to work under pressure, I manage my time well, and I strive myself to be able to discover new learnings as I prepare myself for bigger opportunities that I want to achieve in the future.

Kindly review my attached personal data sheet for further details. You can contact me anytime at **09203429869** or send me an email at [alfemaeannmarinay@gmail.com](mailto:alfemaeannmarinay@gmail.com) or [alfe.marinay@vsu.edu.ph](mailto:alfe.marinay@vsu.edu.ph). I am hoping for a highly favourable response regarding my application.

Thank you and May God bless you with more blessings.

Respectfully yours,

  
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**ALFE MAE ANN E. MARINAY**

Applicant