

Brgy. Villa Cornejo, Kawayan,
Biliran, Philippines
February 5, 2022

HONEY SOFIA V. COLIS

OIC Director, ODHRM
VSU, Baybay City, Leyte

Dear Ma'am;

Good day! I am writing this letter to express my intention and undertake the opportunity to be considered for the position of **Administrative Aide VI (Clerk III)** with plantilla item no. **ADA6-89-2004** at the **Visayas State University-Main Campus**.

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 a 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 are 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 a few things, please contact me at 0945-451-1932 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