

April 1, 2021

Honey Sofia V. Colis

OIC-Director, ODHRM

Visayas State University,

Baybay City, Leyte

Dear Ma'am Colis:

I am writing this letter in response to the post I saw on CSC RO8 Job Portal. I am applying for the position of Administrative Aide III at Visayas State University. Attached to this letter are my resume, personal data sheet and transcript of record which include all the necessary information for your review.

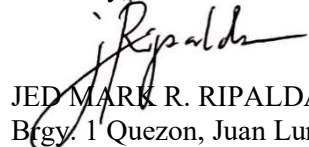
In your job posting, you mentioned that you want to hire an Administrative Aide III with any degree related to the job. I graduated at the University of the Philippines Visayas Tacloban College with a degree in Psychology. I also took up several Non-Psychology courses (e.g., Sociology and Economics courses) which may be of help in relation to this job.

Visayas State University has been one of the known state universities in providing quality services. The outstanding reputation of VSU led me to get interested to work in your office. I see this office as an ideal ground to improve and nourish my skills. I am looking forward to learning and training in your office.

I can assure you that my skill set and knowledge will be fully maximized and utilized in this institution to be able to contribute to the continued growth of this office. Have confidence that I will perform to the best of my abilities to accomplish anything the job demands from me.

I am looking forward to hear from you soon.

Sincerely,



JED MARK R. RIPALDA

Brgy. 1 Quezon, Juan Luna St., Tabontabon, Leyte

0936 047 0728

jedripalda@gmail.com