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April 14, 2023

HONEY SOFIA V. COLIS
OIC Director, ODHRM VSU
Baybay City, Leyte

Dear Ma'am,

I am writing to express my interest in the Administrative Aide III (Clerk I) position advertised on Jobstreet. As requested, I have included my completed job application, my Personal Data Sheet, Certificate of Eligibility, Transcript of Records, and Diploma. I graduated with a Bachelor of Science in Mathematics from Eastern Visayas State University-Main Campus, Tacloban City.

Although I am a fresher, I feel confident that I am capable and fit for this position. It perfectly matches my desire to work as a public employee in one of the most beautiful educational campuses in the Philippines. For more details about qualifications, please check my attached Personal Data Sheet.

I look forward to hearing from you about my progress with my application. Hope you will consider me a worthy candidate for this job, and if possible, kindly contact me using my information above.

Respectfully yours,
IMY GRACE J. TALBO