

February 7, 2022

**HONEY SOFIA V. COLIS**

OIC-Director, ODHRM  
VSU, Baybay City, Leyte  
Jobs.vsu.edu.ph

Subject: **APPLICATION FOR ADMIN AIDE VI (CLERK III)**

Dear Madam,

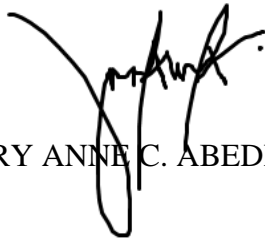
Good day!

After having seen the hiring posted in HRIS VSU portal, I would like to apply for the job as an Admin Aide VI (Clerk III). I am Mary Anne Abedejos, single and a resident of Hindang, Leyte. I graduated with a degree of Bachelor of Science in Agricultural Business at Visayas State University and has an eligibility for passing the Professional Civil Service Examination. Recently I worked at PSA as an administrative staff and worked as a Team Supervisor for 2020 Census Population and Housing.

I am physically healthy and fit, suitable for this job; fulfill all the requirements from your department. It is my goal to be compassionate, trustworthy, enthusiastic, and intelligent individual who will make a positive contribution to the department. I would welcome an interview and hope to hear from you at your earliest convenience or you can also contact me 09100436618 and email at [anneabedejos@gmail.com](mailto:anneabedejos@gmail.com)

In the light of above, you are requested earnestly, that my request for the job may please be kept and addressed at your first priority. More power and God bless!

Yours faithfully,



MARY ANNE C. ABEDAJOS