

January 20, 2023

**HONEY SOFIA V. COLIS**

OIC Director, ODHRM VSU  
Baybay City, Leyte

**Dear Madam:**

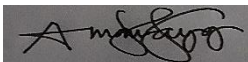
Greetings of Peace and Love!

I, **ANA MAE JOY A. LERIOS**, a graduate of Bachelor of Secondary Education major in English is heartily applying and asking to consider my enclosed application for the job vacancy as an Administrative Assistant II (CLERK IV) in your good office. I am interested and eager to apply my enthusiasm, skills and experience as an employee and teammate to benefit the institution. I believe with my experience and skillset match the requirements you're looking for.

With my previous working experience as a Field Enumerator of Philippine Statistical Authority (PSA) at Tacloban City, Leyte. I had served the institution with utmost dedication. Have consistently demonstrated commitment and initiative when dealing our Supervisors and colleagues with genuinely care about assisting them as the best I can. Due to the High-volume nature of the office, I had developed exceptional organizational skills and the ability to keep calm when there are multiple tasks and deadlines to be met. I maintained utmost discretion when dealing with sensitive topics. I am skilled in using a variety of office software such as Microsoft Word, Excel, PowerPoint and Publisher. I am keen observer to detail and a proven ability to accomplish designated tasks speedily and professionally.

It is my fervent hope and prayer that this humble request will be given meritorious favour from your very good office. I welcome an opportunity to meet with you for an interview. I appreciate your consideration and look forward to discussing this career opportunity in detail at your convenience. You can contact me, using my number [09306193837](tel:09306193837) or you can email me thru my email account [anamaejoy10@gmail.com](mailto:anamaejoy10@gmail.com). Thank you for your time!

Very truly yours,



**ANA MAE JOY A. LERIOS**

Applicant