

February 17, 2022

**HONEY SOFIA V. COLIS**

OIC Director, ODHRM  
VSU, Baybay City, Leyte

Dear Ma'am,

I am writing this letter to state my interest for the position of Administrative Aide IV which will be assigned in the University Library.

I am a graduate of Bachelor of Elementary Education major in General Education at the Visayas State University Main Campus in 2018 and passed the Licensure Examination for Teachers in the same year. Aside from an experience in teaching, last year, I have worked in Philippine Statistics Authority as a Community Based Monitoring System Enumerator for more than 2 months. It was a fun-filled experience because I have discovered a lot things that I did not know I am capable of.

In Visayas State University's official document, it was mentioned that you are looking for someone who can be a documents controller. I had this same task during my internship where I had to store and keep students' records, accomplishments, certificates and other related forms for safekeeping. Although my experiences are modest, should you give me the chance, and I give you full assurance of my commitment and dedication to get the job done.

Attached are my qualifications for your reference. I'm looking forward to hearing from you very soon.

Sincerely Yours,



Christtell Jane M. Angeles