

James Henry I. Baledio
Mahayag, Albuera, Leyte
Albuera, Leyte, Philippines 6542

April 15, 2023

Mario Lilio P. Valenzona
OIC Director
Baybay City, Leyte, Philippines 6542

Dear Sir Mario Lilio P. Valenzona,

In my pursuit of finding a good job, I was delighted to be informed from the website (VSU.jobs) that VSU is currently hiring a position of administrative aide. I was overwhelmed by the fact that I have the qualifications and to express my interest for the job, I wrote this to you. I do have the general qualifications including being a college graduate and I already have a certification of eligibility from the Civil Service Commission that certifies that I am an individual who is ready to serve the people with pure trust and as a responsible citizen that is pursuant to the Presidential Decree No. 907 since I graduated as a Cum Laude student here in VSU.

In addition, it's a wonderful match for my skills and dream because I want to work in an office since the position offered was one of the positions that I was hoping to be entitled. As a graduate of an Education degree program, the position was very aligned when it comes in administrative paper works, time-management, delivering services to people, accommodating students, customers or clients and maintaining professionalism and being responsible all the time. Although, I don't have a training certificate from a credited institution but I was able to attend different seminars and symposiums when we were deployed in our designated school during out teaching internship and as an SK Councilor, I was able to serve the people especially the youth from our community for over four years until now. I was able to work also during the pandemic in DBSN Farms Agriventures Corp. as a reliever in the packaging department to sustain my allowances during the online learning era. In that time, I was able to enhance my time management and also my skills as a competent worker. As a graduate of this globally competitive university, I can easily adapt in the working environment and interact with the people since I was studying here for over four years.

I am excited to work in your institution as an administrative aide and it's my pleasure to bring my wisdom and knowledge that I was able to learn from my experiences. Aside from my credentials, I am also a person full of passion, hardworking and a multi-tasker when it comes in working. As a graduate from Visayas State University, I was molded by the competitiveness and friendliness of the Viscans, and now it's my time to bring that to other people. Thank you.

Sincerely,

James Henry