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JULY 17, 2023

HONEY SOFIA V. COLIS
DIRECTOR
HUMAN RESOURCE MANAGEMENT OFFICE
VISAYAS STATE UNIVERSITY
VISCA BAYBAY CITY, LEYTE

DEAR Ms. HONEY,

I'm writing to express my interest in the position of ADMINISTRATIVE AIDE III (CASUAL). I believe that my experience working in different field make me an excellent fit for the job opening.

In my past work experience, I've learned many works as clerk and develop my capabilities in different task to do. I am also willing to learn and I can work with a team. I also consider myself responsible and orderly person.

I am ready for a new opportunity to help grow the mission of the company.

Sincerely,

Maria Daisyrel Alea