

MARIA DAISYREL ALEA
RAMON MAGSAYSAY AVENUE
BAYBAY CITY, LEYTE 6521

May 9, 2023

Honey Sofia V. Colis
Director
Human Resource Management Office
Visayas State University
Visca Baybay City, Leyte

Dear Ma'am,

I'm writing to express my interest in the position of ADMINISTRATIVE AIDE III (CLERK I). I believe I am capable and excellent fit for the job opening.

In my past work experience, I've learned many things as an office clerk and developed my capabilities in different tasks. I am also willing to learn and I can work with a team. I also consider myself a responsible and orderly person.

I am ready for a new opportunity to help grow the mission of the company. Thank you for accepting my application as one of your qualified applicants.

Sincerely,
Maria Daisyrel Alea