

Application Letter
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Honey Sofia V. Colis
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With Regards,

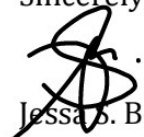
Herewith I send an application letter and personal data sheet in response to the job posting in Jobstreet SEEK. I wish to apply for the position of Administrative Aide III (Clerk I).

I believe I have the necessary skills and abilities required for the job. I am organized, keen to details, resourceful and fast learner especially when I put my attention and passion to the job. I have knowledge in using Microsoft Office Tools. I also have experienced encoding a lot of file in one whole shift when I was in my internship.

I may lack in some aspects like I haven't finished my college degree, and I can just provide now my diploma from high school because my transcript of records from the University I went is still under process. I don't have the enough experience related to the job, but I can say that I can still somehow use what I've learned in my unrelated work experiences and with what I have learned facing the daily life. I am fortunate to pass the current Civil Service Examination, Sub-Professional, First Level Eligibility. I am now waiting for the announcement on when I can get the certificate from the Civil Service Commission RO 8.

I really hope there is a chance interview where I can explain how I am a potential asset in the institution, including the role I may be able to play in the coming years as administrative aide.

Sincerely,



Jessa S. Bena