

April 14, 2023

**HONEY SOFIA V. COLIS**

OIC Director, ODHRM  
VSU, Baybay City, Leyte

Dear Ma'am,

Good day. Peace and all good to you.

I am writing to express my interest in applying for a Administrative Aide IV (Reproduction Machine Operator II) position, at ODHRM, Visayas State University, Baybay City Leyte. I want to offer myself as an employee of suitable post. I believe I am perfect fit for this position considering that I am reliable, trustworthy and detail-oriented. I organize my time and work effectively and efficiently.

Currently, I am working at the Baybay City Parole and Probation Office, for one year plus as an office staff doing administrative works, as well as assisting my supervisor and clients. I also worked as a Traffic Enforcer for 3 years maintaining the smooth flow of road traffic and assisting traffic operations like issuing appropriate tickets and penalties for traffic violators. I also had my job training at Baybay City Water District, doing and completing any basic and necessary office tasks as required by my supervisors. All of my work experiences have greatly influenced the development of my knowledge, skills and attitude towards work.

I believe that I am capable with the important tasks and responsibilities that will be given to me if given a chance be hired in this organization and bear out my full potential.

You can contact me anytime at **09203429869** or send me an email at [rodulfofelisadojr@gmail.com](mailto:rodulfofelisadojr@gmail.com).

I am hoping to hear from you at your earliest convenience. Thank you.

Sincerely,

  
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**RODULFO G. BELISADO JR.**  
*Applicant*