

CHRISTOPHER T. GO

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HONEY SOFIA V. COLIS

Director, HRMD
VSU, Baybay City, Leyte

Dear Ms. Colis,

I am writing to express my interest in the position of **Administrative Aide VI (Clerk III)**, with the place of assignment at the **Visayas State University - Main**, as posted on the official website of Visayas Status University.

I have completed three years of studies in college with work experience as a **Data Entry Operator**, which helped me develop strong skills in encoding, record management, document handling, and maintaining accurate data. I am confident that these skills, combined with my organizational abilities and attention to detail, will allow me to contribute effectively to your office.

Attached are my **Personal Data Sheet** and other supporting documents for your review. I sincerely hope that you will consider my application for this position.

Thank you very much for your time and consideration. I would be honored to discuss my application further at your most convenient time.

Respectfully yours,



CHRISTOPHER GO