

**HONEY SOFIA V. COLIS**  
OIC DIRECTOR, ODHRM  
VSU, BAYBAY CITY,  
Leyte, Philippines 6521

SEPTEMBER 22, 2022

**Dear Ma'am,**

I wish to apply for ADMINISTRATIVE AIDE I or Any Vacant Position.

I believe I have the necessary skills and abilities for this job. I am organized, resourceful, personable and a fast learner.

Your company excels at customer service, a field in which I would like to pursue a career. I am also very eager to become part of a winning team like yours. Joining your organization would give me a chance to develop useful skills that will help in pursuing my long-term career goals.

If you are interested in meeting with me. I am available for interview anytime.

I look forward to hearing from you.

Thank you very much

Respectfully yours,

**Elcar Labasug Sumalo**  
**Address: Zone 23, Ramon Magsaysay,**  
**Baybay City, Leyte**  
**Cp # 0931-8698509**  
**Email Add: [elcarbautista18@gmail.com](mailto:elcarbautista18@gmail.com)**