

**CHERRYL F. VALERA**  
**09054862813**  
**Cherrylvalera09@gmail.com**  
**Tacloban City**

**HONEY SOFIA V. COLIS**  
**OIC Director, ODHRM VSU,**  
**Baybay City, Leyte**

Dear Sir/Madam,

Good day!

I have read the post in your website about the vacant positions you're hiring. I am a graduate of Bs Pharmacy from Southwestern University Cebu and a registered pharmacist. I am interested in applying for the **Administrative Officer I** position. I worked in Samar State University as an Instructor of College of Nursing and Health Sciences. I am certain that my experience working in different fields/areas including marketing skills and my administrative capacity would make me a valuable asset in your reputable agency.

It would be an honor for me to share my organizational and client-oriented skills in this area which would possibly contribute accomplishments and other relevant activities in your dynamic office. My hope to bring a strong foundation, energy and enthusiasm, and a strong work ethics to your team would be an honor for me.

I am looking forward to speak with you regarding the available positions that would meet and fit my qualification. I am reachable at this mobile no. (+63)9054862813 or email me at ([cherrylvalera09@gmail.com](mailto:cherrylvalera09@gmail.com)).

Thank you for your time and consideration.

Sincerely,

Cherryl F. Valera