

August 15, 2021

**MS. HONEY SOFIA V. COLIS**

OIC Director, ODHRM  
VSU, Baybay City, Leyte

Dear Ms. Colis:

Greetings!

I am applying from your good office for the position of Administrative Officer V with Plantilla Item No. ADOF5-12-2004. Attached herewith is my Personal Data Sheet and other requirements for your kind perusal.

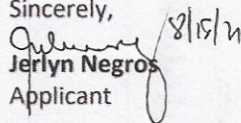
As a highly organized and efficient professional with a variety of leadership experience and exceptional interpersonal abilities, I am prepared to significantly contribute to the organization's goals and objectives.

My background includes leading the team and deliver excellent customer service to achieve the company's goal. I also have a very good background in Finance as I worked as Finance Coordinator in Doha, Qatar for almost 3 years. I excel at prioritizing tasks, collaborating with peers and encouraging effective communication to realize seamless organizational functioning.

My skills in general administration and organization, along with my superior team leadership and staff management abilities, position me to excel in this role. I would appreciate the chance to offer more insight into my qualifications.

Thank you for your consideration and I look forward to speaking with you soon. You can reach me easily thru my mobile number +639518082713.

Sincerely,

  
Jerlyn Negros  
Applicant