

**Cyrell Apple C. Ortega**

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September 27, 2021

HONEY SOFIA V. COLIS

OIC Director, ODHRM

Visayas State University

Baybay City, Leyte

Dear Ma'am :

I would like to express my sincere desire to apply for Administrative Aide IV(Clerk II) position. I am a graduate of Bachelor of Science in Accounting Technology (BSAT) in Saint Paul School of Professional Studies. I believe my background and skills closely match your job requirements and I am confident that I can make a positive contribution to your organization.

I believe that the organization is a perfect environment where I can begin my profession, and the experience I will acquire will surely enhance my skills and broaden my knowledge. Joining your team would be a privilege. Given the opportunity, I would apply myself with enthusiasm to all tasks, ensuring that I get the job done accurately and efficiently.

If given a chance I am willing and ready to report for an interview at your convenient time.

I am so interested to work with your organization. I hope my application will be considered. I look forward to meeting with you.

Sincerely,

  
Cyrell Apple C. Ortega