

April 01, 2025

HONEY SOFIA V. COLIS

Director, HRMD

VSU, Baybay City, Leyte

Ma'am,

Good day!

I am writing this letter to formally convey my keen interest in applying for the Administrative Aide III (Clerk I) position in your department.

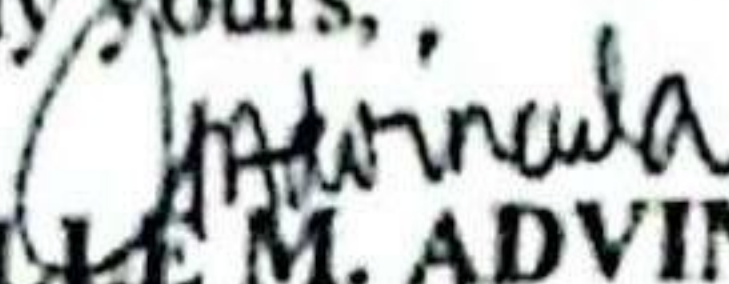
I earned the degree of Bachelor of Secondary Education Major in Science at Eastern Visayas State University – Tanauan Campus, Tanauan Leyte. With a solid foundation in computer skills, I am equipped to effectively contribute to administrative tasks.

In addition, my participation in the Government Internship Program in the Municipality of Dulag has greatly enhanced my communication, administrative, and collaboration skills. Moreover, I served as one of the Team Supervisors for the 2024 Census of Population and Community-Based Monitoring System (POPCEN-CBMS) HPQ and Geotagging Enumeration (PSA Leyte) in the same municipality. These experiences have given me a thorough understanding of critical areas such as program implementation, monitoring, administration, and evaluation skills that are essential for excelling in an administrative role.

Please regard my application as a genuine expression of interest. I am certain of my capability to showcase the complete value of my service once afforded the opportunity to demonstrate my worth to you. Please contact me through this number **09103952829** or send via email jennilleadvi@gmail.com.

Thank You and More Power!

Sincerely yours,


JENNILLE M. ADVINCULA

Applicant