

**HONEY SOFIA V. COLIS**

OIC Director, ODHRM  
VSU, Baybay City, Leyte  
6521, Philippines

August 7, 2021

Dear Ma'am Colis,

Greetings!

I am writing to you today to express my interest in applying as Administrative Aide IV (Clerk II) position in your good office. Having obtained my bachelor's degree in Agribusiness in the Visayas State University last June 15, 2019.

I have four years' experience in management, production, marketing, and even financial aspect since I was a business management student. Been exposed in business management where I can really perform well in administrative works and also in clerical works. Through my previous job, I experience dealing with different personality, assisting customers as well as serving them helps me develop my interpersonal. Also, I am literate in computer including Microsoft Word, Excel, PowerPoint, Publisher and Photoshop.

I am a fast learner and a passionate person, truthful, can work solely or in a team. I have the desire, skills and training needed to make sure all duties associated with the training programs are handled in a professional and timely manner. I may be young, but my knowledge of the industry, ability to work as a team combined with my pleasant attitude and personal skills, all help to qualify me as a great candidate for this job. I hope to bring my knowledge, skills and commitment to excellence.

Ma'am thank you so much for taking the time to consider this application and I look forward to hearing from you and for further details regarding my qualification and capability, you can review my attached résumé.

God bless!

Sincerely yours,



**COGENERA, JAY ANNE E.**  
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