

April 16, 2021

HONEY SOPHIA V. COLIS
OIC-Director, ODHRM
VSU, Baybay City, Leyte

Dear Ma'am/Sir:

Greetings!

This letter is in response to the job vacancies published by the hris.vsu.edu.ph for an Administrative Aide III in VSU-Main Campus.

I am Luz Jesary P. Bermoy, a graduate from this very university last 2020 with the degree of Bachelor of Science in Agribusiness. As a student, I was able to work in many areas and gained some practical skills provided by the program. I acquainted myself with a range of skills that would allow me to blend in different environment.

In addition, my internship allows me to gain more experience in real-world jobs that are not only limited in my degree program.

I am organized and thorough individual with excellent computer and social skills. I am also interested in taking challenges and learning new areas, responsibilities and work under pressure.

I would like to express my sincere desire to apply in this position since I have always a keen interest in any government jobs, especially in my alma mater. I assure you my dedication and hard work, and passion to prove myself to be in this position given the opportunity.