

DIANNE CHRISIE C. MORENO
POBLACION DISTRICT 1, LA PAZ, LEYTE
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0905-473-2865

JULY 14, 2023

HONEY SOFIA V. COLIS

Director, HRMO
Human Resource Management Office
VSU, Bay bay City, Leyte

Dear Ma'am,

Greetings!

I am writing to apply for the position of ADMINISTRATIVE Aide III (CLERK I), job code TVKZEU advertised in the VSU Jobs page.

I am a graduate of Bachelor of Science in Agribusiness In Visayas State University (VSU) Baybay Campus. I wish to bring my knowledge, skills and commitment to excellence for public service.

From your advertisement, I can see that you are looking for candidates who have excellent skills that are relevant for the position of Administrative Aide. I am confident that under your office, I can acquire valuable knowledge and accomplish technical reports that come with the position. I would greatly appreciate an opportunity to discuss this position in more detail with you in person at your convenience. Thank you for taking the time to review my application.

Sincerely,


DIANNE CHRISIE C. MORENO
Applicant