

ROSARIO I. DONOR

Barangay Bayog, Ormoc City
Cellphone number: 0948-246-6096
rosedonor2021@gmail.com

October 18, 2022

HONEY SOFIA V. COLIS

OIC Director, ODHRM
VSU, Baybay City, Leyte
jobs.vsu.edu.ph

Dear Ms. Colis:

I am writing to express my strong interest to apply for the position of Administrative Aide III (Clerk I) with an item number ADA3-172-2004 posted in the Civil Service Commission Regional Office Region 8. I believe that familiarity with industry and passion for this type of work would make me a good fit for this position.

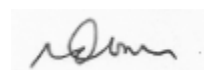
The opportunity presented in this listing is very appealing, since I am very much acquainted with administrative clerical works, a computer literate and has experience in documentation, filing and disbursing. If accepted I also willing to be trained to further improve and acquire develop new skills.

In my view, with much strong desire to work, adequate knowledge, trainings and experiences, I have much to offer in the office that I will assigned. You can refer to the enclosed personal data sheet.

Should you have inquiries, please feel free to contact me at 0948-246-6096 or rosedonor2021@gmail.com. I would welcome an interview at your most suitable time.

Thank you so much for your consideration.

Sincerely,



ROSARIO I. DONOR
Applicant