

January 11, 2025

HONEY SOFIA V. COLIS  
Director, HRMO  
Baybay, City, Leyte

Madam/Sir:

Greetings!

Please consider me an applicant for the Administrative Aide VI (Clerk III), any of this mentioned position commensurate with my qualification.

I am Joven Fernando C. Natividad, single, 32 years old, a graduate of Bachelor of Elementary of Science in Marketing at Eastern Visayas State University Tanauan Campus SY: 2009-2013, a civil service eligible taken last March 26, 2023 with a rating of 80.24%.

My previous work experience was in sales and Marketing Management. But if given a chance to be hired I am more than willing to learn more and be trained.

I am amenable to undergo the appropriate process and hiring standards. In this regard, please consider me in the list of candidates for the Administrative Aide VI (Clerk III).

I am anticipating a favorable response on this matter. Thank you and more power.

Respectfully yours,



JOVEN FERNANDO C. NATIVIDAD  
Applicant  
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CP #: 09480073063