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August 26, 2024

HONEY SOFIA V. COLIS

Director, HRMO
Visayas State University
VSU, Baybay City, Leyte

Ma'am,

It is an honor to submit herewith my application letter signifying my utmost intention to serve in the Visayas State University. I am writing this letter to express my strong interest in the Administrative Aide IV (Clerk II) position at the National Coconut Research Center (**WPZVXI**).

I am 23 years old, residing at Plaridel, Baybay City, Leyte. I am a graduate of Visayas State University at Visca, Baybay City last August 3, 2023, with a degree of Bachelor of Secondary Education majoring in science. I passed my Licensure Examination for Teacher last May 2024. Although I am a recent graduate with no professional experience for this role, I am confident that my ability can contribute a significance.

During my senior high school days, I developed a strong foundation in organization skills, attention to details and time management when I was hired as an assistant in our Local Government Unit, Baybay City, Leyte. And as a partial fulfillment of my course degree, I completed my 360 hours duty at Plaridel National High School, which help me trained to become a professional teacher, as well as to become a proficient and effective educator.

I believe that my experiences acquired from my formal education, combined with years of my previous job helps me to strengthen my faith and self-esteem in facing new challenging work. I believe that this job would give me the opportunity to learn more things in my chosen field.

It would be a pleasure working in your office. Other documents needed are attached for review.

Thank you for considering me. I look forward to work with the people in your respective office. Rest assured of my highest competence and dedication to this task.

Respectfully yours,



ANNALYN A. MADRAZO
Applicant