

September 29, 2025

HONEY SOFIA V. SOLIS

Director, HRMD

VSU, Baybay city, Leyte

Dear Dir. Solis:

Greetings!


I am writing to express my interest in applying for the position of Administrative Aide IV at your esteemed institution.

I graduated with a Bachelor of Science in Marketing at EVSU Tacloban City. Since 2009 up to the present, I have worked as an Insurance Agent. I handle various office tasks and liaise with different offices. My job also requires me to travel to areas of Samar and Leyte to work on claims processing. I believe that these experiences contributed to my professional growth and have equipped me to be a valuable employee.

I would appreciate the opportunity to discuss my qualifications further. You can reach me at my cellphone number 0995-913-7091.

Thank you, and may God bless you.

Respectfully yours



JAKE A. BARREDO

Applicant