

Plaridel, Baybay City
July 19, 2023

Human Resource Management Office
Visca, Baybay City, Leyte

Ma'am/ Sir

I have the honor to submit my documents to support my application as an Administrative Aide III, the following papers are:

- Letter of Application
- Resume
- Diploma
- TOR
- PRC ID

Very respectfully yours,

Ronna Vic Orapa
Applicant

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Ma'am/ Sir

The continued growth of the premises might call for a new Administrative Aide III. Should this condition prevail, please consider me as an applicant.

I am Ronna Vic Orapa, 23 years old, single and resident of Plaridel, Baybay City, Leyte. I graduated Bachelor of Elementary Education (BEED) major in General Education at Visayas State University (VSU) school year 2021-2022 and recently passed the board examination for teachers (LPT) with satisfactory performance.

My experience during my college days especially in practice teaching helps me develop my skills and competence in teaching and working. My experience during my college days especially in practice teaching helps me develop my skills and competence in teaching elementary pupils. Additionally, I work two (2) months as a teacher aide at Inopacan Parish Academy (IPA). I have a good working relationship with my colleagues, teachers and pupils. Thus, I am confident in my ability to work productively and efficiently using my knowledge, skills, and values—especially with your assistance and the support of the entire teaching staff of Human Resource Management Office. I will undoubtedly try my best if given the chance. I appreciate you taking the time to read my application letter.

Very respectfully yours,

Ronna Vic Orapa
Applicant