

February 4, 2022

**HONEY SOFIA V. COLIS**  
OIC Director, ODHRM  
VSU, Baybay City, Leyte

Greetings!

This letter is in reference to the vacancy in your office. I would like to express my great interest to apply Administrative Aide VI in your good office. I am a graduate of Bachelor of Science in Hotel and Restaurant Management major in Cruise Ship Management at Palompon Institute of Technology last March 20, 2018.

I had my previous job in Philippine Statistics Authority. Additionally, I had some practical experiences during my college as part of our curriculum in our school and acquainted myself with range of skills that would allow me to do my job efficiently and effectively.

Thank you for taking time to consider my application. I am looking forward to work with the people in your respected organization. With this, rest assured of my dedication to this dignified mission. I hope that my above request merits your kind, understanding, and favourable response.

Attach herewith is my resume for your full consideration. Please feel free to contact me at 09286296510 or at [sharalizbrehonio@gmail.com](mailto:sharalizbrehonio@gmail.com)

Sincerely,

  
**SHARA LIZ D. BREHONIO**  
Applicant