

Application Letter

Kyle Britney P. Goltiano
Ponong Bato, Leyte
6525 Philippines

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Eastern Visayas State University
Office of the Human Resource
Baybay City
6529, Philippines

Dear Human Resource Officer,

Good Day!

I am writing to show my eager interest in the position of Administrative Aide III (Clerk 1) within your respected department, which I come to know through your respected website which is the VSU jobs portal.

As someone with background knowledge of working in an office, I would like to apply for the position. I had recently earned my Bachelor's degree in Office Administration, with Latin honors, at Eastern Visayas State University. During my on-the-job training/internship, I've gradually built a strong foundation of knowledge regarding the various tasks and duties required of working in an office.

For more details on my qualifications and expertise, please review my attached resume. I look forward to hearing from you.

Sincerely,

KYLE BRITNEY P. GOLTIANO