

January 26, 2022

Honey Sofia V. Colis
OIC Director, ODHRM
VSU, Baybay City, Leyte

Subject: Application for Administrative Assistant Officer II at VSU Main

Dear Ms. Colis:

I am writing this letter in response to the advertisement posted in the Facebook page regarding in a job vacancy for the position of Administrative Assistant Officer II. I have read the requirements for the position and believe I am fit for the job.

I worked for two years in St. Peter's College of Ormoc as the cashier where I was able to cater and greeted the parents, teachers and students each day in person and on the phone with my utmost friendly demeanour and patience. I delivered my services in effective and efficient manner in the best way that I can. Because of this I was recognized by fellow colleagues and head of the business department on attitude towards to my work.

I had also one year experience in Carmen's Cakes and Pastries wherein I worked as inventory clerk – office staff. There I harmoniously worked with my colleagues in raw product monitoring, production forecasting, and other work related using QuickBooks and Microsoft excel.

I hope my experiences, communication skills, and interpersonal abilities would make me strong fit for the position. I look forward to hear from you soon in any clarifications regarding of my past work experiences and educational qualifications. If you wish to contact me, you can reach me thru my phone number or the email id mentioned in the personal data sheet.

Thank you and God Bless!

Sincerely yours,


Michelle Ann S. Chua