

APPLICATION LETTER

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SHALOM GRACE S. VEGA

Principal, VSU Integrated High School
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Visca, Baybay City, Leyte

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Dear Sir/Ma'am,

I am writing to express my keen interest in the open position Administrative Aide IV in your good office. I am confident that my skills could make a great contributions in your firm. I am also willing to do extra work that you will give to gain more experience. I would appreciate the opportunity to discuss my qualifications for the said position.

I hold a Bachelor's Degree in Secondary Education from the Visayas State University and I am a certified LET passer in the recent concluded Licensure Examination for Teachers and is now preparing the needed documents in acquiring a PRC license.

Attached herewith are my additional requirement for your reference.

Thank you and looking forward to hear from you soon.

Sincerely yours;



LOREMIE Y. ORCIA
Applicant