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**HONEY SOFIA V. COLIS**

Director, HRMD  
VSU Baybay City, Leyte

Dear Ma'am,

Good day!

I have learned through your official website that your office is accepting applications for the position of Administrative Aide VI (Clerck III) . I am writing to express my sincere interest in applying for the said position.

I am a Licensed Professional Teacher and a graduate of the Bachelor of Elementary Education program from Leyte Normal University. I have also earned 21 units in the Master of Education major in Special Education at the same university, which I pursued from August 2023 to May 2025. My professional experience as a Learning Support Aide and Substitute Teacher has strengthened my skills in documentation, data organization, communication, and report preparation—competencies that are essential in clerical and administrative work.

Although I may have limited formal experience in clerical positions, I am eager and willing to learn. I am confident that with proper guidance and training, I can quickly adapt to the role and perform my duties efficiently. I am a fast learner, organized, and dedicated to maintaining accuracy, professionalism, and quality service in all assigned tasks.

I would be grateful for the opportunity to contribute to your office and further develop my skills as a public servant. Thank you very much for your time and consideration.

Respectfully yours,  
Jessa Mae V. Flores