

September 22, 2024

HONEY SOFIA V. COLIS

Director, **HRMO**

VSU, Baybay City, Leyte

Maam:

Season's greetings of peace!

I have seen at the **CSC Job Portal** regarding your posted job vacancy in your workplace. This vacancy took my interest because I have been looking for a stable job.

I am a graduate of **Bachelor of Agricultural Technology** from **Eastern Visayas State University - Burauen Campus** last August 4, 2021.

In regards to this, may I have the honor to apply for the position of an **Administrative Aide VI (Clerk III)**. Attached herewith is my Personal Data Sheet, certified true copy of my TOR and Diploma, which I hope will be your best reference in evaluating my qualification to the job I'm applying for.

I am very much looking forward to do face-to-face personal or phone interview anytime at your convenience. Should you have further questions, stated below is my personal contact number for your reference.

Thank you and more power!

Sincerely,

MARK EDWARD D. LOSADIO

0991-814-9035

Applicant