

October 19, 2022

HONEY SOFIA V. COLIS
OIC Director, ODHRM
VSU, Baybay City, Leyte

Respected Ma'am:

Good day. Peace and all good to you.

I am writing to express myself in applying for the Administrative Assistant II (Data Entry Machine Operator II) in your highly respected institution. I want to offer myself as an employee of suitable post. I believe I am fit for this position considering that I am very reliable, trustworthy and detail-oriented. I organize my time and work very effectively and efficiently.

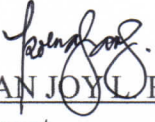
Furthermore, I am a graduate of Bachelor of Science in Information Technology and a Civil Service Subprofessional Passer. Hence, I am capable with the important tasks and responsibilities that come with this position. I am currently working as a Admin Staff in Schools Division of Baybay, which greatly influenced the development of my knowledge, skills and attitude toward work.

Therefore, I will be very grateful if you give me the opportunity to work in your institution and bear out my full potentials, you can contact me anytime, 09083903665 or email me through my email address, rolunavivian@gmail.com

Your assistance and attention to this application is highly appreciated.

Thank you for your consideration.

Sincerely,


VIVIAN JOY L. ROLUNA
Applicant