

March 2, 2023

**HONEY SOFIA V. COLIS**

OIC Director, ODHRM  
VSU, Baybay City, Leyte

Dear Ma'am Colis:

I am writing this letter to you as I saw the post in [jobs.vsu.edu.ph](http://jobs.vsu.edu.ph) that there is job vacancy at the Office of the Head of Alumni and Community Relations. I am Shevaniah Laurente Celedio, 26 years old, single, and a resident of Brgy. Damulaan, Albuera, Leyte I graduated with a degree of Bachelor of Secondary Education major in Filipino last September 2021 from Visayas State University. I became a Licensed Professional Teacher (LPT) last December 2022.

In connection to this, I would like to apply as Administrative Assistant II. With my experience, academic background and career interest, I believe I could guarantee to work well.

It is my goal to be sympathetic, keen, and intellectual individual who would make a helpful contribution to my future workplace. I am eager by the prospect of using my commitment to lifelong learning to develop new skills and provide the best support possible in my life's work.

Enclosed herewith is my Personal Data Sheet (PDS) for reference. I hope my PDS will be of interest to you and I would like to thank this opportunity to thank you for considering me for this position.

I am looking forward to meeting you as soon as I am considered to further discuss my qualifications and experience. You may reach me at this number: 0945-591-4475.

Respectfully Yours,



SHEVANIAH L. CELEDIO  
Applicant