

HONEY SOFIA V. COLIS
Director, HRMO
VSU, Baybay City, Leyte

Dearest Maam Colis:

Good Day!

This letter is to express my interest to apply for the position of Administrative Aide VI (Clerk III) with Plantilla Item No. ADA6-114-2023 posted in CSC website last June 25, 2024.

I am Marife Javier, a 25-year old Filipino citizen. I live in LP Concepcion, Sogod, Southern Leyte. I have a certificate of diploma/degree of BS in Customs Administration in University of Cebu. I am also a professional identification card holder since November 2019. I hope to bring my knowledge, skills and commitment to excellence to your institution's innovative environment. I believe that I would be an excellent candidate for this job because I am diligent and hardworking person. I am also a very reliable and detail-oriented which i think is needed in this particular job.

in addition, my previous experience on my past jobs provided me the crucial skills to work with different groups of people. As a former PSA's Census Enumerator and Customer Service Representative. I attained strength on administrative and clerical task, strong communication and/or interpersonal skills which is also a skill needed on this job.

Through this, I am optimistic that all my qualifications and skills will be a great help and of great importance if hired. I would be very grateful if you'll select me as one of your employee in your institution.

Thank You so Much!

Sincerely,

Marife B. Javier