

August 5, 2022

MARIA ROBERTA S. MIRAFLOR

Director

Office of the Head of Records and Archives

Visayas State University

Visca, Baybay City Leyte

Dear Sir:

Greetings of peace!

I am writing this letter to formally express my intention to apply for the position of an ADMINISTRATIVE AIDE VI (Clerk III) or any vacant position that suits my qualification. Please accept my resume for your review and consideration for this role.

My name is Klein Velmonte- Sanchez, a graduate student of Bachelor of Science in Hotel, Restaurant and Tourism Management (BSHRTM) from the Visayas State University in Visca, Baybay City, Leyte, Philippines. I am 32 years of age, married with 2 daughters and currently staying at Libertad, Isabel, Leyte.

I worked as an Administrative Aide III (Job Order) at the Public Employment Service Office (PESO) of LGU-Isabel. I have been assigned to that position since March 2018 until June 30, 2022. As an Administrative Aide III, I am assigned with dealing with our clientele youth interns, jobseekers, disadvantaged and displaced workers, agency owners and overseas workers. Other than dealing with customers, I also provide assistance to our Office Head in drafting, submitting and filing monthly reports; organizing, coordinating and documenting special recruitment activities; and responding to client's and agency/ establishment's requests.

I also worked as an Officer in Charge at Moussaka Functions and Restaurant located at Bilwang, Isabel, Leyte from July 2015 to May 2016 and a Front Desk Officer at Panglao Regents Park, Bohol, Philippines from August 2012 to February 2015.

I had participated several seminars and workshops to enhance my competence as an employee. I am a hardworking person, flexible, willing to be train and can work with less supervision.

I believe that my years of experience has helped me hone my skills and knowledge and has prepared me to take on more challenging roles. More so, my current position as where I mostly deal with people of all demographics has helped me develop good customer relationship skills. I believe this skill is essential to the vacant position should this application becomes successful. I am looking forward for an opportunity to see what I am capable of. In addition, I already passed the Civil Service Commission Sub-Professional Level last March 2019 held at Ormoc City, Leyte.

Thank you for taking the time to learn more about my professional background. I am excited to have this opportunity to your corporation.

I appreciate your consideration and looking forward to hearing from you soon.

Sincerely,



Klein Sanchez
Applicant