

BRENJEMIE AUDITOR-REBUYAS

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f Bren'z Auditor



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Honey Sofia V. Colis

OIC Director, ODHRM

VSU, Baybay City, Leyte

Visca, Baybay City, Leyte

Re: Application for Administrative Aide III

Dear ma'am,

I'm writing to apply for the vacancy, Asministrative Aide I. Please find enclosed my resume for your consideration.

As you can see from my attached CV or resume, I have no relevant experience yet, since I earned a diploma program that is not related to the said position I wish to apply. In spite of it, I can assure that I could possess the competences required and the responsibilities indicated of which other applicants have because I'm observant, patient and most of all openminded in accepting corrections and opinions from others. Additionally, I love to impart my ideas appropriately when in need and do my best in my job to have a quality work. Having only those attitudes, I'm always ready for a new challenge in this new field and see this position as the perfect role to help me achieves skills under your company or supervision.

I'm particularly interested working with computer because I want to become excellent in typing and data entry. This is all truly I've got as a new job seeker, I hope that your team needs me.

Thank you for your time and consideration. I hope that you would give me an oppurtunity to build my career with your company, looking forward to meet you in discussing my application further.

Yours sincerely,

Brenjemie Auditor-Rebuyas