

March 5, 2024

Honey Sofia V. Colis

Director, HRMO

VSU, Baybay City, Leyte

Dear Ma'am Colis,

Good Day!

I am writing to express my intention to apply for the vacant position of Administrative Aide VI (Clerk III), at the Office of the Supply and Property which I believe I met the minimum required qualifications.

I am Ailyn Openiano Flandez, 29 years old, residing in Brgy. San Isidro, Baybay City, Leyte. I graduated from Southern Leyte State University-Sogod Campus with the degree of Bachelor of Science in Information Technology. I believe that being an IT graduate is a great opportunity to impart the knowledge and skills that obtained from my studies and work experience. I always dedicate myself as a hardworking individual.

I am hoping and praying that you will consider my herein application. Rest assured that I will give my best to fulfill any responsibilities in your institution. I am willing to be trained, eager to learn, and willing to strive hard to perform on the job creditably to the best of my abilities.

Thank you very much and God bless!

Very respectfully yours,



Ailyn O. Flandez
Applicant