

Honey Sofia V. Colis

Director, HRMO

VSU, Baybay City, Leyte Philippines

Dear Ma'am Colis,

Please consider this letter in applying for an Administrative Aide position. I believe that I have the qualifications and commitment to uphold a responsible and cooperative attitude towards my colleague or co-worker and assigned tasks.

I graduated Cum Laude last August 12, 2022, at the Visayas State University with a bachelor's degree in Secondary Education Major in English, and passed the Licensure Examination for Teachers last March 19, 2023.

I do not have any work experience, but I am positive and willing to take on the responsibilities given to me.

I firmly believe that applying at your institution will hone my knowledge and skills, as you support a genuine and flexible worker who will establish an interesting and progressive outcome to better serve the key stakeholders.

I genuinely hope that you will provide an opportunity for me to have my first work experience. I am hoping for your positive response.

Sincerely,

A handwritten signature in black ink, appearing to read 'Portia Lyn B. Kintanar', written over a light gray rectangular background.

Portia Lyn B. Kintanar

Applicant