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

Dear Ma'am,

Good day!

I am writing to express my sincere interest in applying for a position as an Administrative Aide VI that has posted in website. I am confident that my attention to detail, adept organizational abilities, good communication skills and capacity to work well under pressure will empower me to thrive in this position and make a valuable contribution.

During my studies, I have relevant internship and achievements. I am eager to apply my skills and knowledge where I can make contribution. I am a quick learner and enjoy working in a team environment. I am excited to join a team that values innovation and growth.

If you are looking for a motivated and passionate person who is committed to the highest standards of work performance I would welcome the opportunity to meet you for an in-depth discussion. I am available for an interview at your earliest convenience, please contact me via phone or email to arrange a time and date for us to meet.

Thank you for taking the time to review my application. I look forward to your positive response and to be working with you.

Respectfully,
Angelica Joyce P. Alpeche
Applicant