

Brgy. San Agustin Baybay City, Leyte

January 08, 2025

Honey Sofia V. Colis
HRMO

Ma'am:

Greetings!

I am writing this letter to apply for the position of Administrative Aid VI (Clerk III). Because the job description perfectly complements my skills and your invitation piqued my interest. I am a self-motivated learner who strives to complete tasks on time. I graduated last August 03, 2023 from college at Visayas State University (VSU) and have been looking for a job to use my skills. I am very excited to learn more about your department and to further develop my skills. If you need any additional information about my application letter, please contact me at this cellphone number: 09658844805/09466991471 or email me: reggieababat29@gmail.com.

Thank you so much for your time and consideration!

Sincerely,


REGGIE B. ABABAT
Applicant