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HONEY SOFIA V. COLIS

OIC Director ODHRM

VSU Baybay City, Leyte

jobs.vsu.edu.ph

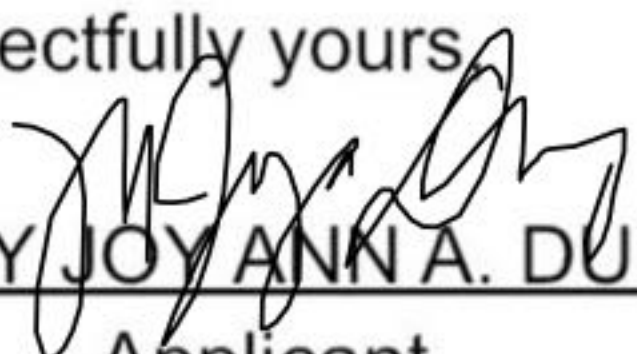
Ma'am;

Upon learning your job vacancy for an Administrative Aide 6 (Clerk III)(97-2004) at VSU Main, I hastened to submit my application letter. As a highly organized and efficient professional with a variety of administrative skills and exceptional interpersonal abilities, I am prepared to significantly contribute to your department's goals and objectives. I believe I meet all the requirements listed for the job.

I am a self-motivated professional with exceptional interpersonal and organizational skills. I am a hardworking person able to work under pressure, creative, pleasant and convenient in dealing with people. I am proud of myself for my problem-solving abilities using initiative and persistence, and always maintain integrity and loyalty.

I attached my Personal Data Sheet (CSC Form 212) and other pertinent documents for further evaluation. Thank you in advance for your time and consideration. I would be available for an interview at any time. I am looking forward to hearing from you.

Respectfully yours,


MARY JOY ANN A. DUMDUMA

Applicant