

April 14, 2021

Dear sir/madam:

I would like to apply as an Administrative Aide IV (Clerk II) in your good office. I am a graduate of BS Education major in Biological Science and have my eligibility in civil service commission. I was a former practice teacher at Cabagnan High school, Legazpi City and have handled inventory of stocks in a school merchandise here in Legazpi.

It is my utmost passion to teach both public and private schools, thus my application. Enclosed herewith is my updated resume for your perusal. I can be reached through my mobile number 09460100171 or through my email clintyu0325@gmail.com

Hoping to hear from you.

Sincerely,

Clint M. Yu