

Isabel, Leyte

November 05, 2024

HONEY SOFIA V. COLIS

Director, HRMO

VSU, Baybay City, Leyte

Ma'am:

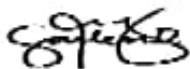
I wish to apply as ADMINISTRATIVE AIDE IV in your office. I come with great attitude and I am a hardworking individual. I believe that my experiences, education, and skills set place me to meet the challenges that I may encounter in this job.

I have experience in organizing documents, performing administrative and technical assistance, sorting receipts, filing liquidation reports, preparing activities, monitoring a group of people, encoding and editing. I'm also adept in MS word, PowerPoint presentation and basic in excel.

In summary, I am an extremely friendly and organized professional with proven administration skills. If given a chance I am willing and ready to relocate in Bataan since I have Family living there and I'm also willing to report for an interview at your convenient time. You may contact with my mobile phone number 09275000240.

Thank you very much and more power and blessings to come.

Very respectfully yours,



AILEN PAGAD DURANTE

Applicant