

APPLICATION LETTER

April 4, 2022

Honey Sofia V. Colis
OIC Director, ODHRM
VSU, Baybay City, Leyte

Madame:

Cordial Greetings!

With ardent motivation, I express my interest to apply for administrative aide position in this venerable institution, **Visayas State University**. Having read through the job description, I am eager to venture the same work as my humble experiences in the academe is quite sufficient to match the requirements of the job. I humbly believe that I may be an addition to the excellent and committed staff of this university.

As a graduate of BA-Philosophy and Bachelor of Sacred Theology, I am hopeful to engage my academic and intellectual readiness escorted with teaching experiences, good intrapersonal skills and work ethics into the job so as to create significant contributions to the human resource of the university. Over and above, as a person whose heart never ceases to contemplate for knowledge and share the fruit of such contemplation, it would be my honor and privilege to take part in your goal of ushering the clientele to their satisfaction.

I am confident that the wisdom, skills and values I acquired through the years of assiduous education and integral seminary formation, reinforced by my work experiences and training-seminars attended, have equipped me enough to respond to the demands of the workplace.

Attached herewith is my resume for your reference and evaluation. I hope you find my academic background and work experiences satisfactory to receive me as one of your administrative staff. I appreciate your time in considering my application and it will be my privilege and pleasure to present myself for teaching demonstration and interview given the opportunity.

Thank you so much. I look forward to your positive response.

In Christ I remain,


MAMERTO A. CALIWAN JR.
Applicant