

JULY 31, 2025

SUBJECT: ADMINISTRATIVE AIDE III

TO: HONEY SOFIA V. COLIS

Director, HRMD

VSU, Baybay City, Leyte

Warm Greetings!

May I have the honor to apply the vacant position as **ADMINISTRATIVE AIDE III** in your office. I firmly believe that my qualifications, work experiences and skills make me suited for the position.

I am Mr. Reniel S. Radaza of legal age, with a high sense of maturity and responsibility. I am from Brgy. 71 Naga Naga Street Tacloban City. I have studied at Eastern Visayas State University with a degree of Bachelor of Science in Architecture and graduated on March 29, 2006.

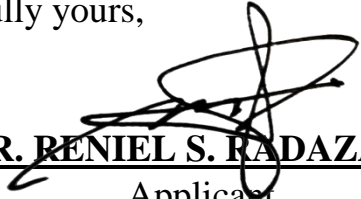
I already have working experience since, I work as with several company. I believe that these experiences will benefit effectively in my future career.

Attached herewith are scanned copies of my credentials and other pertinent papers for your perusal.

I am willing to report for an interview or examination at your convenient time.

I am very happy and honored in working with you!

Respectfully yours,


AR. RENIEL S. RADAZA, UAP
Applicant