

576 C. Arellano St.
Baybay City, Leyte
Philippines

August 22, 2024

HONEY SOFIA V. COLIS

Director, HRMO
VSU, Baybay City, Leyte

Dear Ma'am,

This letter is to express my interest to apply for the position of Administrative Aide that was posted on your website. I am a college graduate of Bachelor of Science in Agriculture major in Horticulture. I took and passed the Licensure Examination for Agriculturist last July 10, 2006 at Cebu City.

The opportunity presented is very engaging, since I am very much acquainted with administrative clerical works, a computer literate and has experience in documentation and filing based on my work experiences and my recent job as a Bookkeeper's Assistant for 15 years since 2009.

For further information, I am enclosing herewith my resume and transcript of records for your perusal and kind consideration.

I'm willing to come at your office at your most convenient time should you require for personal interview.

Thank you very much.

Respectively yours,


MA. LOURDES P. PERERO
Applicant

