

MARIA GLOUNESZA NENA T. PALO

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DILBERTO O. FERRAREN

Vice President for Planning

Office of the Vice President for Planning, Resource

Generation & Auxiliary Services

Visayas State University

Visca, Baybay City, Leyte

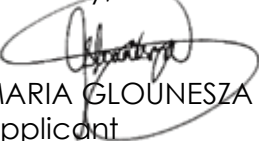
Ma'am:

I was pleased to learn of your need for an Administrative Aide VI Position (Clerk III) and I am interested in applying for the position that you needed at your organization. I am a graduate of Bachelor of Science in Industrial Technology major in Architectural Drafting Technology in Southern Leyte State University – Main Campus. I worked at the Provincial Government of Agusan del Norte – Provincial Engineers Office as an Engineering Aide (JO) for 3 years and 2 months and as an Engineering Assistant (JO) for 1 year and 7 months. I am 28 years old, single and a good moral character.

I am interested in applying to your organization because I want to dedicate myself to and hone my skills. I also want to learn and gain experience at your establishment. I am good in command communication skills both oral and written (English and Filipino). Able to learn quickly, demonstrate flexibility and persistence. Dependable, analytic and hardworking. Can work well both independently and as a team.

Thank you and hoping for your consideration.

Sincerely,



MARIA GLOUNESZA NENA PALO

Applicant