

**HONEY SOFIA V. COLIS**  
Director, HRMD  
VSU, Baybay City Leyte

Subject: **APPLICATION for ADMINISTRATIVE AIDE VI(Clerk III)**  
**Plantilla Item No: ADAS-100-2004**

Dear Ma'am,

Greetings of Peace Prosperity!

I am writing this letter to express my interest in the position for Administrative Aide VI(Clerk III) at your esteemed office.

I am Maria Suzette A. Tan, graduate of Bachelor of Science in Commerce, major in Banking in Finance in Leyte College last 2008, and in 2019 I completed my supplemental in Diploma Teaching in secondary Education major in Social Science in Eastern Visayas State University Carigara Campus. I passed the Licensure Examination for the Teacher (LET) conducted last October 2, 2022. I have also acquired a Certificate of Bookkeeping NCIII for having completed the requirement competencunder Philippines TVET Qualification and Certification System last 2011.

I am person who is willing to learn and will be happy to share my knowledge and skills in order to contribute effectively to your office and be a valuable employee.

Attached herewith are the document of my personal information and academic background for your reference. I am hoping and looking forward for a positive response regarding my application. I am willing to visit your office for some information and interview anytime at your most convenient. You can reach me thru this number 09164249210 or email at [msuzette26tan@gmail.com](mailto:msuzette26tan@gmail.com).

Thank you and God bless!

Respectfully yours,

Maria Suzette A. Tan  
Applicant