

October 1, 2020

REMBERTO A. PATINDOL

Vice President for Administration

LOURDES B. CANO

Director, ODHRM and Finance

Dear Ma'am/Sir:

Please consider this letter as my intent to secure a position of an Administrative Aide VI that your good office is seeking for. I graduated last May 2019 at Leyte Normal University as Cum Laude with a bachelor's degree in Secondary Education and have passed the Licensure Examination for Teachers on the same year on the month of September.

Though I haven't had an experience yet being an administrative aide, I can still assure you that I am qualified for the job you are offering because of my ability to learn fast and be focused to whatever task is given to me. Looking at the core competencies that the applicant should possess, I am confident that I can embody all of those for I respect and honor your rules and policies as a reputed institution. Meanwhile, as for the functional competencies, although I don't have any experience with regards to budgeting and accounting, I believe that through your guidance and training, I will be able to be competent in doing them. I am more than willing to undergo trainings and will be open to every suggestions that will help me in improving myself to be efficient as well as competent in addressing the different functions this job requires. I am sure that I will be able to meet and even exceed your expectations if you will give me a chance.

I am hoping that you will give me an opportunity to work in your reputed office. Should you need additional information, please call me at 0906-399-5444. Thank you for considering my application. I will be waiting for your positive response.

Sincerely,

DONNA MAE I. GAOT

Applicant