

March 20, 2021

ALBERTO E. MARINAY JR.

Barangay Ga-as,
Baybay City, Leyte, Philippines

HONEY SOFIA V. COLIS

OIC Director, ODHRM
Visayas State University
Baybay City, Leyte, Philippines

Dear Ma'am,

Good day. Peace and all good to you.

I am writing to express my interest in applying for Administrative Aide I. I want to offer myself as an employee of suitable post. I believe I am perfect fit for this position considering that I am very reliable, trustworthy and detail-oriented. I organize my time and work very effectively and efficiently.

I am a graduate in Bachelor of Science in Business Administration major in Human Resource Development and Management, as a graduate of this degree, I've become equipped with the necessary knowledge and skills, including good customer service, as well as communication and other labor concern. Currently, I am now in my 2-years and 7 months of working as a Trust Staff at RAFI Micro-Finance Inc., and I also had 1 year and 11 months of credit and sales representative experience of HMW Lending Investors Inc. All of my work experiences have greatly influenced the development of my knowledge, skills and attitude towards work.

Hence, I firmly believe I am capable with the important tasks and responsibilities that will be given to me if given a chance to work as an employee in this organization and bear out my full potentials.

You can contact me anytime at **09068222556** or send me an email at marinay.alberto1326@gmail.com. I am hoping to hear from you at your earliest convenience.

Thank you and May God shower you with more blessings.

Sincerely,


ALBERTO E. MARINAY JR.
Applicant