

June 18, 2021

**HONEY SOFIA V. COLIS**

OIC Director, ODHRM  
VSU, Baybay City, Leyte  
Jobs.vsu.edu.ph

Maam,

Greetings of peace, good health and prosperity be with you always!

I have read your post about the hiring update for Administrative Aide IV in your prestigious school. In view of this, I'm humbly applying as an Administrative Aide IV to be able to use my knowledge, skills and dedication to work for my development and be part of your growing family.

I, the undersigned Administrative Aide IV applicant, Glenda L. Castaño, 22 years old, a nursing mother and a resident of Sta. Rosa, Matag-ob, Leyte. My achievements and qualities includes;

- \* Graduate of Bachelor of Secondary Education (English) at Palompon Institute of Technology with a GWA of 1.63
- \* Student Teaching Awardee.
- \* Licensure Examination Test Passer with 80.80% rating.
- \* Attended Seminars and training (see resume)
- \* A Bible-believing Christian and an active servant of God.
- \* Recognized athlete from primary education, secondary education (EVRAA Level) to tertiary education (SCUAA Level)

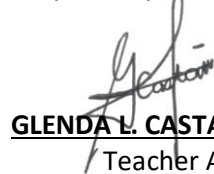
Additional characteristics includes passionate in my duty to achieved target goals, hardworking, overcomer, committed, dedicated and has a strong faith which is actually my guide to do my duty effectively and efficiently. Also, I would much appreciate the opportunity to contribute to your ongoing growth and be part of your growing family as one of your administrative aide.

I am hoping that my qualifications will merit your standards and expectations. I'm looking forward for an interview about my application and you can contact me with this number 09753928368.

My documents are enclosed to suffice my letter.

Thank you and God bless!

Respectfully Yours,



**GLENDAL. CASTAÑO**

Teacher Applicant