

August 26, 2024

HONEY SOFIA V. COLIS
Director, HRMO
VISAYAS STATE UNIVERSITY MAIN
Baybay City, Leyte Philippines

Dear Ma'am,

Greetings!

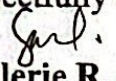
I am writing this letter to express my interest in applying for the position of Administrative Aide VI with Plantilla Item Number: ADA6-89-2004.

I am **Vallerie R. Padal**, 23 years old. A graduate of Leyte Colleges, with a degree of Bachelor of Science in Criminology. I am a 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.

I am sure, given the chance, I will bring significant values to add to your organization and will utilize my appropriate skills set, experience and education relevant for the job.

Attached herewith are the documents of my personal information and academic background for your reference. I am available for interview at your most convenient schedule. You can reach me through this number 09156953076 or email me at padalvallerie7@gmail.com.

Looking forward to hearing from you. Thank you and God bless.

Respectfully yours,

Vallerie R. Padal
Applicant