

January 16, 2023

HONEY SOFIA V. COLIS

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

Dear Ma'am Colis,

This is to convey my interest on applying the vacant position as Administrative Assistant II (Clerek IV) posted at jobs.vsu.edu.ph. I am currently looking for any permanent job opportunities that can help me grow professionally. It will be an honor for me to be part as office personnel in the University.

I have a degree in Bachelor of Secondary Education, major in Mathematics graduated at Visayas State University – main campus. I am a Licensed Professional Teacher. I have an experienced as a ticketing clerk at Travel Quest for three (3) months. Now I am currently working as Administrative Aide I (Job Order) at DPWH 5th DEO from March 2020 up to present. I also passed the Computer Proficiency Exam as a clerical at my current job.

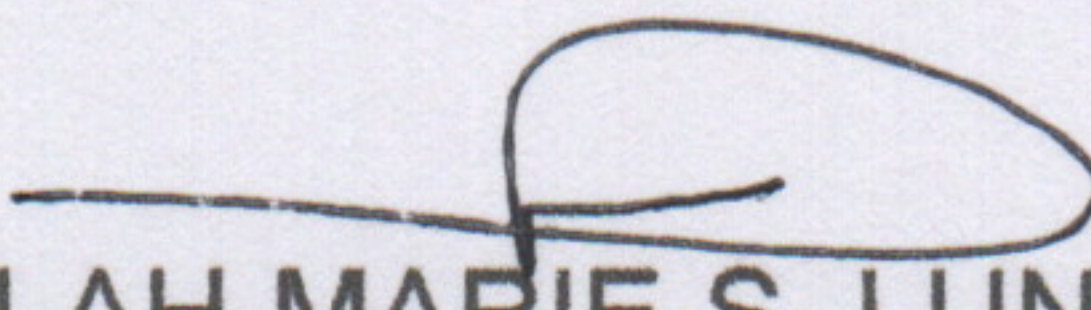
I'm seeking the opportunity to implement my knowledge, skills and make contribution to the University. I am confident in my ability. I can work under pressure with no supervision and willing to learn for mastering the job.

Considering my above qualifications, I also attached my pertinent papers for your evaluation. I hope you find my educational field and work experience worth as a possible to be part as office personnel in the agency.

Please don't hesitate to contact me anytime. Call or text me in my mobile number +639518287117. You can also email me at rylahmarieluntayao@gmail.com.

Thank you very much and God Bless!

Sincerely yours,


RYLAH MARIE S. LUNTAYAO
APPLICANT