

December 03, 2025

MARY JOY B. BRAGA

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HONEY SOFIA V. COLIS

Director, HRMD
Visayas State University
VISCA, Baybay City, Leyte

Ma'am,

Greetings!

I've seen in the VSU website that your good office is accepting applicants for ADMINASTRATIVE AIDE III (Clerk 1) for Quality Assurance Center. I would like to apply for the said position.

I am Mary Joy B. Braga, 25, single and residing in Baybay City. I am a graduate of BS in Hospitality Management at Visayas State University. I am currently working as Store Crew in 7 Eleven Guadalupe. I believe that my knowledge, skills and values that I have gained from my beloved university and with my work experience can contribute to your good office and at the same time will enhance my skills better.

I am hopeful that you will look positively upon my application. I am willing to undergo an interview at your convenience. Thank you and God bless.

Sincerely,

Mary Joy B. Braga