

APPLICATION LETTER

Mary Angel P. Purisima
Gabas, Baybay City, Leyte, Philippines
Contact no: 0906-164-8304
Email ID: pmaryangel51@gmail.com

March 01, 2022

Honey Sofia V. Colis
OIC-Director, ODHRM
VSU, Baybay City, Leyte

Dear Ms. Colis,

Greetings!

Having seen advertisement posted in JOB.VSU.EDU.PH official page, I would like to apply as Administrative Aide III. I want to expand my skills and experience. I really want to occupy this job.

I graduated Bachelor of Animal Science from a prestigious school, Visayas State University at Baybay Campus. I would like to have career in your department for improving my experience. I have worked as a Project Enumerator at Office of the Vice President for Research, Extension, and Innovation (OVPREI), VSU-Baybay Campus. I monitored and evaluated interventions given by the Yolanda Rehabilitation and Recovery Program (YRRP) to farmer association beneficiaries for the entire Region VIII. The program has successfully finished and has got good appreciation from the beneficiaries.

I have highly developed technical skills. My leadership and organizational skills are reached during my college. I am able to work in a team or independence. I am capable for making decision in crucial cases.

I enclosed my application form and curriculum vitae for your consideration.

Thank you. I hope for your positive response.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mary Angel P. Purisima', with a long horizontal stroke extending to the left.

Mary Angel P. Purisima