

APPLICATION LETTER

May 9, 2024

VSU

Region XIII

Dear Ma'am Honey Sofia V. Colis,

Greetings of peace!

It is with great delight that I am seeking to secure a vacant position of **Administrative Aide IV (Clerk III). Item No.: ADA6-115-2023**. I believe my extensive knowledge and skills make me an excellent employee that you are looking for.

I wish to render my service to fulfill my goal to be one of the employees in this Department. With my capabilities, combined with my superior interpersonal skills and professionalism at work, I believe that I can contribute to the wellness of the Department.

If you know that I can be the right person for the position, please contact me at my contact number: 09456379762 or at my email: pocholouban@gmail.com. My PDS along with some of the required documents were attached for your review.

I am looking forward to hear you soon regarding this opportunity.

Sincerely Yours,

Pocholo Carmelo D. Uban

Applicant