

June 21, 2021

**HONEY SOFIA V. COLIS**

OIC, Director, ODHRM  
VSU Baybay  
Baybay City, Leyte

Dear Ma'am:

This is to formally express my intent to apply as an Administrative Aide III in your good office.

I graduated with Latin Honors last June 2019 and became a PRC-registered Professional Teacher in the same year.

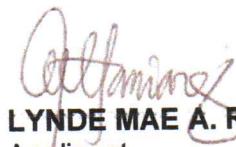
I had previous experience as a Practice teacher, and a Field enumerator in the Philippine Statistics Authority and I feel that I have gained relevant experiences in fields and paper works during that time which can be used in the present. I am an organized individual with computer skills.

I have always had a keen interest in the local government and would be keen to work in any department as I am interested in learning the bigger picture of the said office.

Attached are the required documents, for your evaluation and ready reference, to wit:

1. Application Letter
2. Diploma
3. Certificate of Eligibility
4. Personal Data Sheet
5. Resume
6. Training Certificate
7. Transcript of Records

Very truly yours,



**LYNDE MAE A. RESMA**

Applicant

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Contact number: 09489649332