

CHRIS JOHN D. MEJORADA  
Brgy. Pontod Hilongos, Leyte  
[chrisjohnmejorada2000@gmail.com](mailto:chrisjohnmejorada2000@gmail.com)  
09464766533

HONEY SOFIA V. COLIS  
Director, HRMD  
VSU, Baybay City, Leyte

Dear Mrs./Ms. Colis,

Greetings!

I am Chris John D. Mejorada, aged 24, residing at Brgy. Pontod Hilongos Leyte. I completed my degree of Bachelor Of Elementary Education at Southern Leyte State University- Main Campus, Sogod Southern Leyte. I passed the Licensure Examination for Teacher last September 2024 and now a Licensed Professional Teacher. I'm also a certified passer of Civil Service Examination- Professional Level last August 2023.

I am reaching out to express my keen interest in applying for the position of Administrative Aide III ( Clerk I). I am eager to utilize my skills and experiences to contribute to the said institution. My aim is to help the institution in reaching out their goals and also to foster my confidence, passion and knowledge. With a deep sense of empathy, I am confident in my ability to be effective and good at work.

Enclosed, you will find my credentials providing comprehensive details of my academic background and qualifications. I earnestly hope you will consider my application as a sincere expression of interest. I am eager to discuss how my skills and enthusiasm can contribute positively to your institution.

Thank you for your time and consideration. May we all be blessed abundantly!

Sincerely,

Chris John D. Mejorada  
Applicant