

October 13, 2022

HONEY SOFIA V. COLIS

OIC Director, ODHRM
VSU, Baybay City, Leyte

Dear Ma'am/Sir:

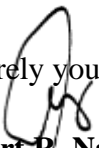
I am writing this letter to show my interest to be part of this noble institution as an **Administrative Aide III (Clerk I)**. I graduated with a Bachelor of Secondary Education Major in Mathematics at Eastern Visayas State University and Professional License Teacher.

My education in Eastern Visayas State University helped me developed my skills that can be an asset to this institution, I am hard-working and I always ensure that I accomplish the task given to me. With this, I would absolutely be able to contribute and be an asset to your company.

Should you need further queries regarding my application, just feel free to reach me through this number: 09054173704, I will be willing for an interview at any time of your convenience.

I am hoping for a positive response. Thank you very much and God Bless.

Sincerely yours,


Mozart R. Naputo, LPT
Applicant