




# JOHN LENARD JAVA

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**HONEY SOFIA V. COLIS**

**Director, HRMO**

VSU, Baybay City, Leyte  
jobs.vsu.edu.ph

Re: Administrative Aide VI (Clerk III)

As a recent graduate from Leyte Normal University with a Bachelor of Secondary Education degree, I am extremely interested in the Administrative Aide VI (Clerk III) opportunity posted on Civil Service Commission (CSC) website. After reviewing the key qualifications for this role, I am confident that I am well-prepared to be a valuable contributor to the VSU Main's success in terms of managing its students and all stakeholders.

My academic strengths have greatly contributed to the development of my team-building, teamwork and management skills. I bring clear and effective communication to build professional connections with colleagues, management and the learners. I would welcome the opportunity to further discuss the details of my experience and attributes which I believe will be great part of Visayas State University team. Please review my attached documents for additional insight into my background.

Thank you for your time and consideration.

Best Regards,

John Lenard R. Java