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Honey Sofia V. Colis
Director, HRMO
VSU, Baybay City, Leyte
jobs.vsu.edu.ph

Dear Ma'am,

I am writing this letter to express my interest in the vacant Administrative Aide VI (Clerk III) position advertised on the CSC Job Portal.

I graduated with a bachelor's degree in Agribusiness from Visayas State University, Visca, Baybay City, Leyte. During college, I was involved in several school projects where I acquired much practical knowledge and skills.

I was an intern at Saint Michael Multipurpose Cooperative in Mahaplag, Leyte during Senior High where I was exposed to practical financial work. I also established my Entrepreneurial Development Project (EDP) during college where I established my backyard hog production. I was also allowed to work for 21 days at Chandria Integrated Farm as part of our Agricultural Crops Production NCII program where I was able to apply my knowledge in business and farming, as well as learn new things.

Despite my lack of work experience, I feel confident in my ability to succeed in this position because of the various skills I acquired throughout my studies and training.

If given the chance to join your department, I will work hard to meet your expectations and strive harder to exceed them. Along with this letter, I have attached a copy of my personal data sheet, TOR, certificate of eligibility, rating, license, and training. If you have further questions regarding my application, please do not hesitate to contact me.

Thank you for the time and attention you have spent reviewing this letter and my application. I am looking forward to working with you and your organization.

Sincerely,



Flortimah P. Obado