



CARILLE G. EPIZ

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October 9, 2023

HONEY SOFIA V. COLIS

Director, HRMO

VSU, Baybay City, Leyte

Dear Ms. Colis,

I am writing this letter to apply for the position of **Administrative Aide IV Clerk III (Plantilla Item No. : ADA6-98-2004) in VSU Main**. As requested, I am enclosing a completed job application, my certificates, and resume in this letter.

I believe my clerical accuracy, technical experience and knowledge make me a highly competitive candidate for this position. My key strengths that would support my success in this position include:

- I continuously work towards achieving my goals through hard work and excellence.
- I am keen on details and strive to produce high-quality outputs.

I can be reached anytime via email at carillegepiz@gmail.com or by phone at 09751480771.

Thank you for your time and consideration. I look forward to discussing with you about this employment opportunity.

Sincerely,



Carille G. Epiz

