

JINNALYN SIALONGO ESPONILLA  
Zone 1 NATUBGAN, KANANGA LEYTE  
09105179671  
shangjhin@gmail.com

June 6,2023

HONEY SOFIA V. COLIS  
OIC Director, ODHRM VSU  
Baybay City, Leyte

Dear Mam,

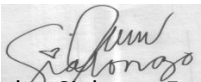
I am writing this letter to apply for the position of Administrative Aide IV (Clerk II) which is posted at Jobstreet application. I graduated in Bachelor of Elementary Education at Jose Navarro Polytechnic College. I am a Professional License Teacher.

In 2016 I work as a Data Encoder for more than two years at NWTF (NEGROS WOMEN FOR TOMORROW FOUNDATION) and then in 2019 I work as a Loan Officer for more than three years at NWTF also. I am a computer literate since my previous job as a Data Encoder is more on computer works and as a Loan officer before I have dealt with different clients, conduct meetings, seminars, Filing and keeping of important documents, making reports and so on.

I believe that my educational background and experience is fit for the position. I am a very hardworking and passionate person. I acknowledge the fact that I am new to this industry but I am determined to learn and improve more of ability.

Thank you for your consideration and hoping to hear from you soon.

Sincerely Yours,

A handwritten signature in black ink, appearing to read 'Jinnalyn Sialongo Esponilla', written over a light gray rectangular background.

Jinnalyn Sialongo Esponilla