

June 17, 2021

HONEY SOFIA V. COLIS

OIC Director, ODHRM

VSU, Baybay City, Leyte

Dear Ma'am,

Greeting of Peace!

It has come to my knowledge that your institution is accepting applicants for Administrative Aide IV (Clerk II) for your reputable establishment wherein I would like to be part of your workforce if given the chance. The undersigned is a bona-fide resident of Brgy. Caulisihan, Inopacan, Leyte. I am a graduate from Visayas State University, Baybay City, Leyte (Main Campus) with the degree of Bachelor of Elementary Education Major in General Education.

I have worked as a Field Coordinator for nine months at Taytay sa Kauswagan Inc. a microfinance company at Baybay Branch, Baybay City, Leyte. And as a Cashier at Robinsons Supermarket at Banilad Town Centre, Banilad Cebu City for one year and nine months. My working experience has helped me to acquire skills not only in selling expertise but more of interpersonal skill in establishing relationship by interacting with different individuals and excellent in customer service.

If given a chance to work with your institution, I am more than willing to learn more and discuss how my skills can meet the needs of your reputable establishment. Attached herewith is my resume for your perusal.

Hoping for your favorable response on this application.

Thank you and more power.

Respectfully yours,


RER AUBRE D DALMACIO
Applicant