

March 18, 2021

ALFE MAE ANN E. MARINAY

Barangay Ga-as, Baybay City Leyte,
Baybay, 6521 (PH)

09514644645

alfemaeannmarinay@gmail.com

LISA I. ARCE

Director

Philippine Root Crops & Research Training Center

Visayas State University

ViSCA, Baybay City, Leyte

Dear Ma'am,

I am writing to express my interest in applying for the Administrative Aide I (Utility Worker I) position available at your office. I believe I have the necessary skills and competencies you have been looking for.

I am a graduate in Bachelor of Science in Business Administration major in Human Resource Development and Management as a graduate of this degree I've become equipped with the necessary skills including, building a good communication and service towards clients or customers. I am currently working as a job order worker at Physical Plant Office, designated as Deputy Documents Records and Controller for almost 2 years. I worked as an Accounting staff at LGU Baybay and also had my job training at Baybay City Water District as an assistant record officer.

I have no doubt that you will find me to be a competitive candidate for the position I am applying for. Please review my attached PDS for further information and reach me by phone or email at your convenience to schedule an interview.

I look forward to discussing my qualifications with you and appreciate your consideration.

Sincerely,


ALFE MAE ANN E. MARINAY
Applicant