

**JOHN EARL O. GIL**  
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09658945420

March 26, 2025

HONEY SOFIA V. COLIS  
Director, HRMD  
VSU, Baybay City, Leyte

Dear Ma'am Colis,

My name is John Earl O. Gil. I am writing to express my strong interest in the position of Information Officer I, as posted in the Civil Service Commission Job Portal. I am recently college graduate with latin honors at Visayas State University – Tolosa Campus and just recently passed February 2025 CLE board examination and have a record of excellent written and oral communication. I believe I would be an ideal fit for this position at your organization.

I am skilled at communicating effectively with diverse people across various platforms. In my position as Clerical Aide at Municipal Planning Department office at LGU Tanauan, Leyte. I greeted dozens of patrons on each day on person and to serve in public. I also answered patron queries via email and social media. I received recognition from the circulation department head for my friendly demeanor, patience, and ability to communicate professionally with all patrons.

I am passionate about staying up to date with the latter's best practice. I have 6 months of experience working with one of the First-class municipalities in Leyte.

I believe my experience, communication, skills and interpersonal abilities would make me a strong fit for this position. I look forward to speaking with you about my qualifications.

Sincerely,

John Earl O. Gil