

10 JUNE 2021

MS. HONEY SOFIA V. COLIS

Director

Office of the Director for Human Resource Management
Visayas State University

Dear Ma'am;

Greetings!

I would like to express my interest in applying as an Administrative Aide III (Clerk I) in your esteemed organization. I wish to apply my knowledge, skills, and share the commitment of excellence to the organization's vision and mission.

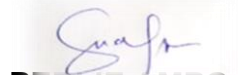
I am PERLIE AMPO – GUCELA, a graduate of Bachelor of Science in Development Education at Visayas State University, Baybay City, Leyte (2020). Currently, I am pursuing a Master's Degree on MS in Agricultural Education. I believe that I am equipped with sufficient and necessary knowledge and skills for the field of work.

I will apply all the things that I know to help and be efficient in my profession. I have the passion for work and willing to be trained as the organization sees fit for me. I can work well with others and willing to do overtime with minimal supervision. Although, a neophyte, I assure you that I can deliver the things that is needed of me with accuracy, enthusiasm, and zeal.

Attached herewith are my resume and other pertinent documents for your perusal. You may contact me through my mobile number (0929)-8221247 and email address perlieampo86@gmail.com anytime.

Thank you for your time and consideration. I am looking forward to your response soon.

Very truly yours,



PERLIE AMPO GUCELA
Applicant