

March 17, 2023

HONEY SOFIA V. COLIS

OIC Director, ODHRM
VSU, Baybay City, Leyte
jobs.vsu.edu.ph

Good day Sir/Ma'am,

I wish to apply to your good office for the position of Administrative Officer III (Records Officer II) or any position that fits my qualifications. I am a Bachelor of Science in Information Technology graduate and a Licensed Professional Teacher. Had experience being the Records Officer in the Records Department. I know confidentiality and how to safeguard all records, which I believe I can use in any work I'm applying for.

I have full confidence in my skills and believe that my work experience will greatly help the job I am applying for. I am an organized and resourceful individual who learns fast, can multitask, and works well with others. Attached herewith are my credentials.

For any other questions or inquiries regarding my application, I can be reached at CP# 09926858157/09353354123 or by email: aabaluran@gmail.com. I look forward to your positive response and discussing further my application.

Sincerely yours,



Aljean B. Magno
Applicant