

## APPLICATION LETTER

**Eunice S. Galisim**

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Real 1, Brgy. Balocawehay

Abuyog, Leyte

Dear Ma'am/Sir,

I am applying for Administrative Aide VI position.

I am a dependable and hardworking individual. I have the ability to manage my time wisely and to multi-task in order to complete daily jobs in reasonable amount of time.

Attached are my documents for your reference and evaluation.

If given a chance, I am willing and ready to report for an interview at your convenient time. You may contact with my mobile number 09559049714.

Thank you very much and more power and blessings to come.

Very respectfully yours,



**EUNICE SAMAS GALISIM**