

December 29, 2022

HONEY SOFIA V. COLIS
OIC DIRECTOR, ODHRM
VSU, BAYBAY CITY LETE
JOBS-VSU-EDU-PH.

DEAR MAAM

GREETINGS OF PEACE AND PROSPERITY

I have read from reliable source that your office is in need of an additional Administrative Aide / Clerk III. I am writing this letter to inform you my interest in applying for that position available in your good office.

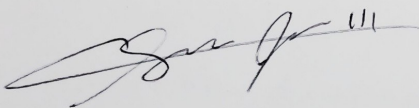
I am Carlito Madrigal Siso III, 25 yrs old, single and resident of Brgy. Planidel, Baybay City. I have finished my baccalaureate degree of Bachelor of Secondary Education major in English in 2019 and humbly passed the recent Licensure Examination for Professional Teacher this year.

In College, I was an active student leader from various student organization of our school and was selected and elected as V-Pres of Student Council. With respect in teaching and handling classes I was able to teach at Hilongos National Vocational School in English Subjects for Grade 7 and Senior High Department for 4 months in compliance to the On the Job training. Further of this I was also former Enumerator of Philippine Statistic Authority for the year 2020 and Leader of Enumerator of Community Based monitoring System 2021 under P.S.A. With this experienced I have learned a lot of useful and productive experiences to share, if this employment opportunity will be given positive response.

I am looking forward on a positive response on my application and willingly submit myself working with your prestigious good office. It is my great pleasure to come to your good office for an interview at anytime of your convenience. I will be reached through my mobile number 09206639501.

Thank you so much and God Bless you more.

Very truly yours



CARLITO MADRIGAL SIAO III