

April 5, 2025

Dear Ma'am/Sir,

I am very interested in the administrative aide VI position (Clerk III) posted on the website. I believe that I have the qualities you are looking for in the given qualifications.

I completed my degree in Bachelor of Secondary Education Major in Mathematics in this university. I believe that the competencies and skills I learned in my years of studies there will be a big help for me in working. I don't have working experiences in the administrative department but I am very willing to learn and work as a team. I will give my best in this job.

I hope you will consider me for this position. Thank you very much.

Best Regards,

Remelyn Galano Gumba