

February 04, 2025

MS. HONEY SOFIA V. SOLIS

Director IV, HRMD
Visayas State University
Baybay City, Leyte

Dear Mam,

I have seen your job opportunity for ADMINISTRATIVE AIDE VI with Plantilla Item No. ADA6-76-2004 and Salary Grade 06 and for that, I am writing this letter to show you my intention on applying for the said position.

It is always been my dream to work in a government. I am very happy that I was able to work as a Project Development Officer II in DSWD-Sustainable Livelihood Program (SLP) of which greatly helped me gained more knowledge and developed my communication skills. Recently, I am Contract of Service worker under DSWD-SLP assigned in Daram, Samar and ended my contract last December 31, 2024. I am happy to know of this job opportunity for which I could apply since I've been looking for a government work that could help me in my career and personal growth.

I am a graduate of Bachelor of Science in Accountancy with more than 8 years of working experience, currently residing at Ormoc City and willing to relocate wherever my place of work will be.

For all above reasons, I am hoping that you will find me to be a compelling candidate. I am available anytime for an interview. Thank you very much and God Bless you.

Sincerely,

A handwritten signature in black ink, appearing to read 'ROA KATHLEEN B. GAYO', with a large, loopy flourish extending from the end.

ROA KATHLEEN B. GAYO

Applicant