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09941433209 July  
16, 2025

Honey Sofia V. Colis  
Director, HRMD  
VSU, Baybay City, Leyte

Dear Ma'am Colis,

Good day!

I am writing to apply for the position of Administrative Aide IV (Clerk II) in your office. I am a graduate with a degree in Bachelor of Secondary Education Major in Filipino from Visayas State University, and I am a Licensed Professional Teacher (LPT). Although I do not have work experience yet, I am eager to begin my career in public service.

During my studies, I developed skills in organizing documents, handling basic office tasks, and using computer applications such as Microsoft Word and Excel. I am hardworking, willing to learn, and committed to doing my best in every task assigned to me.

I am excited about the opportunity to work in your office and contribute to your goals. I would be very grateful if you consider my application. I am willing to attend an interview at your most convenient time.

Thank you for your time and consideration.

Respectfully yours,  
Ayessa Marie O. Cano