

05 October 2021

Ms. Honey Sofia V. Colis

OIC-Director
ODHRM, VSU
Baybay City, Leyte

Dear **Ms. Colis:**

Good day!

I have the honor to apply for the position of Administrative Aide IV (Clerk II) in Visayas State University (VSU), Baybay City, Leyte.

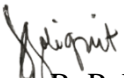
I am Aimee R. Poliquit, cum laude graduate of BS Hotel, Restaurant and Tourism Management at the Visayas State University. I am also Civil Service Eligible under Presidential Decree (PD) 907, "Honor Graduate Eligibility", with Certificate Number 10080265.

I believe that I have the necessary skills and abilities to be of service to this office. I am also an efficient, highly motivated and organized worker, and I believe that I can also be considered a fast learner and a responsible, hard-working employee. I also have experience working in both the private and public sectors. Currently, I am an Administrative Assistant III at the Office of the Bureau Director at the Oil Industry Management Bureau (OIMB) of the Department of Energy since January 2019. I also believe that my previous experience dealing with different individuals as a Hotel Front Desk Cashier and current duty attending to the day-to-day concerns and tasks at the DOE-OIMB have honed my skills and given me the necessary knowledge to perform my function well at this position.

Attached to this letter is my Personal Data Sheet (PDS) for your reference.

I do hope for a favorable response to my application. Thank you very much!

Very truly yours,



Aimee R. Poliquit