

AIRA M. DESADES  
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August 3, 2025

HONEY SOFIA V. COLIS  
Director, HRMD  
VSU, Baybay City, Leyte

Ma'am:

Greeting of Peace!

I'm Aira M. Desades, a 26-year-old Bachelor of Elementary Education graduate of Franciscan College of the Immaculate Conception Baybay, Leyte, Inc. I am a hardworking and approachable person. I passed the Licensure Examination for Professional Teachers on October 2, 2022, and am currently taking my master's degree in educational management at Franciscan College of the Immaculate Conception.

I am writing this application letter to express my sincere desire to apply for Administrative Aide VI at your beloved office. I believe that my skills and abilities contribute significantly to the productivity and good quality of work. Along with my abilities, I will bring positive energy to the office, as well as my desire and willingness to achieve common goals.

Along with this, I've attached my important papers and other documents for you to review. Thank you for your time and consideration.  
God Bless!

Respectfully Yours,

AIRA M. DESADES  
Applicant