

Maria Glounesza Nena T. Palo

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May 18, 2023

HONEY SOFIA V. COLIS

Director

Human Resource Management Office

Visayas State University

Visca, Baybay City, Leyte

Ma'am:

I was pleased to learn of your need for an Administrative Aide III Position (Clerk I) and I am interested to apply for the position that you needed at your university. I am a graduate of Bachelor of Science in Industrial Technology major in Architectural Drafting Technology in Southern Leyte State University – Main Campus. I worked at Provincial Engineering Office, Province of Agusan del Norte, Capitol as Engineering Aide, J.O. for 3 years and Engineering Assistant, J.O. for 9 months. I am 28 years old, single and a good moral character.

I am interested in applying in your institution because I want to dedicate and hone my skills. I also want to learn and gain experiences at your organization. I am good in command communication skills both in oral and written (English and Filipino). Able to learn quickly, demonstrate flexibility and persistence. Dependable, analytical and hardworking. Can work well both independently and as a team. I am open to undergo any training in your institution.

Enclosed is my Personal Data Sheet, Certificate of Eligibility in Civil Service, Transcript of Records and Diploma for your review.

Sincerely,



MARIA GLOUNESZA NENA T. PALO

Applicant

May 18, 2023