

June 18, 2021

Honey Sofia V. Colis
OIC Director, ODHRM
VSU, Baybay City, Leyte
jobs.vsu.edu.ph

Dear Ma'am,

Greetings!

I, Hazel May B. Roche, 24 years of age would like to apply as administrative aide IV (Clerk II) that currently available in your office. I am looking for better opportunities here in where I am fully developed my skills and knowledge in this position.

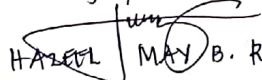
I obtained my degree from the Visayas State University (VSU) Visca, Baybay City, Leyte. As Bachelor of Science in Development Education major in Agricultural Extension. I believe that I possess with a range of skills capable for the position. I have a passion creating a positive and productive work environment. I work hard, learn and apply my knowledge to the best of my abilities.

I believe that I will be an excellent addition to your office and that I will learn many new things, and expand my horizon.

Thank you for taking the time to consider this application and I look forward to hearing from you.

It would be my pleasure if you send me or reach in my email hazelmayroche@gmail.com and my contact no. 09102934708.

Sincerely yours,


HAZEL MAY B. ROCHE