

Dear Sir/Ma'am,

Good Day!

I am writing this letter to apply for the position of Administrative Aide IV (Clerk III) at your institution.

I graduated with a degree of Bachelor of Science in Criminology in Visayas State University Tolosa Campus last August 2022.

I went through the job requirements listed in JobStreet, and could relate a lot to myself. Being a first time job seeker, I believe that I can do very well in the said position where I always wanted to work.

I do beleive that I am the right person for this job because my strengths align with the job. A good communication skill, computer literate, and having manners and right conduct. I do believe that I can do well in this role.

Respectfully,

Glen D. Manito