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April 09, 2021

HONEY SOFIA V. COLIS
OIC Director, ODHRM
Visayas State University
ViSCA, Baybay City, Leyte

Dear Ma'am,

Good day!

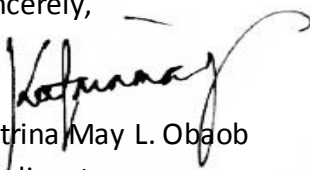
I am writing to express my interest for the position of Administrative Aide IV (Clerk II) in your esteemed office.

Having obtained my Bachelor's Degree in Industrial Engineering at Palompon Institute of Technology, I wish to bring my knowledge, skills, and commitment to excellence to your office's innovative environment.

I believe I am a solid fit for your opening and ready to meet the position's challenges, bringing value to your organization. My degree has afforded me necessary knowledge that comes with the job, including a good understanding of the basics of accounting, basic math skills and time management skills. I am computer literate and a quick typist, and proficient in Microsoft Office. My internship and past summer jobs have also exposed me to some clerical works, I can do basic jobs on paper works and encoding to administrative tasks. I have also developed good communication and organizational skills, which I hope to utilize into the hiring position at your office. Moreover, I am a person who is determined and is open for learning, I always make sure to do tasks with my best to deliver positive results.

With this application letter, I attach herewith my CSC Form 212 with my detailed data for your full consideration. Thank you for taking the time to review my application, and I am looking forward to your reply to further discuss my application.

Sincerely,



Katrina May L. Obaob
Applicant