

May 15, 2021

HONEY SOFIA V. COLIS

OIC Director ODHRM

VSU, Baybay, City, Leyte

jobs.vsu.edu.ph

Dear Mrs./Ms. Colis;

I am writing to you regarding the Administrative Aide IV (Clerk III) position that opened up recently. I came across your job description on Jobstreet Tacloban, and was delighted to find that I can be capable and qualified of the needed requirements for the job.

I have finished my Bachelor's Degree in Secondary Education major in Mathematics in July 2017 at Visayas State University-Alangalang and passed the Licensure Examination for Teachers in March 2018.

I am a committed and motivated individual with a broad range of adaptable skills gained in challenging environments. I have worked in a fast food restaurant for 2 years, and been an Enumerator for 2020 Census on Population and Housing of Philippine Statistics Authority-Leyte. With this, I have acquired the ability of flexibility and sense of responsibility in any work offered.

I strongly believe that I have the qualities you require for this position, and can assure you that I possess the abilities to be effective and efficient of the job. Attach herewith is my Personal Data Sheet and other required documents. I would appreciate for a chance to prove myself and look forward to meeting you for an interview.

Thank you and God bless!

Sincerely yours,


Roselle C. Pontillas