

February 9, 2022

Honey Sofia V. Colis
OIC Director, ODHRM
VSU Baybay City, Leyte

Greetings!

This letter is in reference to the vacancy in your office. I would like to express my great interest to apply Administrative Aide IV in your good office. I am a graduate of Bachelor of Science in Hotel and Restaurant Management major in Cruise Ship Management at Palompon Institute of Technology last March 20, 2018 also, I studied recently the 18 units or supplementary course of Bachelor of Secondary Education (BSED).

Additionally, I am a Civil Service Professional Eligible. I have some practical experiences during my college as part of our curriculum in our school and had my previous job in Philippine Statistics Authority- PhilSys. I have acquainted myself with range of skills that would allow me to do my job efficiently and effectively.

Thank you for taking time to consider my application. I am looking forward to work with the people in your respected organization. With this, rest assured of my dedication to this dignified mission. I hope that my above request merits your kind, understanding, and favourable response. Please feel free to contact me at 09286296510 or at sharalizbrehonio@gmail.com

Sincerely,

SHARA LIZ D. BREHONIO
Applicant