

July 12,2022

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

Dear Ma'am

I want to apply as an Administrative Aide IV (CLERK II). I believe that I can do this job as I am familiar with the hard work, fast learner, can work under pleasure, can work with other people and proficient in Microsoft office programs.

I am a graduate of Bachelor of Arts in Visayas State University. I have an experience as a Part-time Teacher at the Visayas State University and as an Office staff/Secretary in KFB MARKETING at Zone 23 Baybay City, Leyte. I am currently living in Barangay Sabang Baybay City, Leyte. I assure you that I can take full responsibility for any job and I believe that I possess the personal qualities which support my selection as your Administrative Aide IV.

I hope you will consider my application. I would appreciate the opportunity to discuss with you my ability and other matters in person. I would be available for interview at any time.

Thank you very much. God bless and have a good day.!

Sincerely yours,

Elvie D. Balbarino