

August 19, 2024

HONEY SOFIA V. COLIS

Director, HRMO
VSU, Baybay City, Leyte

May I have the honor to apply for the Administrative Aide V I (Clerk III) ADA6-86-2004 at your prestigious institution, I am Girly Odang, a resident of Brgy. Sta. Fe, Gen. MacArthur, Eastern Samar. I am enthusiastic about the opportunity to contribute my expertise and passion for education to your esteemed institution.

I am a graduate of the Bachelor of Science in Agricultural and Biosystems Engineering program from Eastern Samar State University, completing my studies in 2023 and passed the boards on the same year.

I have acquired internship experiences that have enriched my skills set and contributed to my growth. I have been an **Administrative Assistant at the Development Bank of the Philippines in Tacloban City**, **Agricultural Extension Officer at the Office of the Municipal and Agricultural Services in Gen. MacArthur, Eastern Samar**, and a **Production Office Assistant at O&G Leather Mftg. Corporation, Clark City, Pampanga** further enhancing my competencies.

For my personal character and integrity, may I vouch you to the following:

Engr. Rodrigo Quiza

Eastern Samar State University – Salcedo Campus
Salcedo, Eastern Samar

Engr. John Mark Gonzales

Eastern Samar State University – Salcedo Campus
Salcedo, Eastern Samar

If given a space in your organization, I am willing to come for an interview in your most convenient time.

Thank you very much.

Respectfully Yours,

GIRLY C. ODANG

Applicant