

Mary Jean A. Mari

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Palo, Leyte, 6501

June 03, 2024

Honey Sofia V. Colis

Director, HRMO

VSU, Babay City, Leyte

Dear Ma'am,

I am writing to express my intention of applying for the **ADMINISTRATIVE AIDE III (Clerk I)** position in your good office. I am Mary Jean A. Mari, resident of Brgy Buri Palo, Leyte. I believe that my knowledge, skills, abilities and attitude present within me makes me confident that I have the qualities of an Administrative Aide III (Clerk I) that your Department Needs.

I am graduate of Bachelor of Technical Vocational Teacher Education at Eastern Visayas State University. In Addition, I passed the September 24, 2023 Board Licensure Examination for Professional Teachers. I have a background working in Department of Social Welfare and Development as a beneficiary of (cash for work program) for College Graduates and assigned in Department of Social Welfare and Development Kapit Bisig Laban sa Kahirapan – Comprehensive and Integrated Delivery of Social Services (KALAHI-CIDSS) Palo on November 2023 and end on March 2024 as an assistant.

With this interest, I want to have hands-on experiences working in your office. This is an opportunity for me to learn life skills in the workplace and to share my abilities.

Additionally, I am adept at:

- Handling correspondence, reporting, and documents with efficiency and accuracy.
- Organizing, sorting, distribution, checking and processing of data.
- Proficient use of Microsoft Word, Excel, Powerpoint and Outlook.

Thank you for taking the time to learn more about my professional background. I am excited to have this opportunity.

I appreciate your consideration and look forward to hearing from you soon.

Sincerely,

MARY JEAN A. MARI

Applicant