

SHEKENA URATE LABRADOR

San Roque, Poblacion Zone 8, Baybay City Leyte 09636408718 shekenalabrador@gmail.com

January 04, 2025

Honey Sofia V. Colis

Director, HRMO

VSU, Baybay City Leyte

Re: Administrative Aide VI (Clerk III)

Dear Sir/Ma'am,

I am Shekena Urate Labrador, in good health and in good moral character. I finished associate's degree in computer science at Access Computer College. I am Civil Service eligible. I successfully passed the Civil Service Eligibility given by the Civil Service Commission last August 2022.

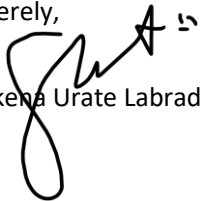
I would like to express my immense interest in this position. I am confident that my knowledge and experience in data entry and in computer makes me suitable for this position. I bring an extensive background of success in this field, along with the qualifications which are required to make a positive impact in this role.

I offer a combination of unique skills and competencies which I have developed through a lengthy and rewarding career. I had honed training and data analysis skills while being proficient in decision-making. Moreover, I have an excellent organizational and management skills, and I have strong willingness to learn new skills quickly. Lastly, I can work efficiently under pressure and I am a detail-oriented person.

I offer the management, critical thinking and quality control capabilities that you require. I am eager to discuss the possibility of joining the team. Please feel free to contact me for additional career details and qualifications.

Sincerely,

Shekena Urate Labrador

A handwritten signature in black ink, appearing to be 'Shekena Urate Labrador', with a stylized flourish at the end.