

CRYSTAL GRACE G. MENDOZA
Brgy. Tinago, Bato, Leyte
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0910-978-3700

April 13, 2023

HONEY SOFIA V. COLIS
OIC Director, ODHRM VSU,
Baybay City, Leyte
jobs.vsu.edu.ph

Dear Sir/Ma'am,

I am writing this to express my interest for the position of Administrative Aide III (Clerk I) (ADA3-171-2004) in your esteemed organization.

I have recently obtained my degree with Bachelor of Science in Business Administration Major in Human Resource Management (BSBA-HRM) in Southern Leyte State University - Tomas Oppus Campus, School Year 2021-2022. I wish to bring my knowledge, skills and commitment with excellence to your organization's innovative environment.

As a Business Administration graduate, I've become equipped with necessary knowledge that come with the position including etiquettes for hospitality that covers social skills needed to effectively interact within organizational and customer situations.

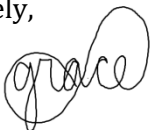
I am equipped with theories and situational circumstances that can help me deal with arising problems in the organization. That made me developed my enthusiasm and gives me a true passion for serving people.

I am available for an interview at your convenience. I can be contacted most easily on this mobile number (+639109783700). I'm looking forward to meet you. Thank you for taking the time to consider me for the position.

For additional details regarding my qualification and expertise, I have attached my resume for your kind perusal.

Thank you for taking the time to consider this application and I look forward to hearing from you.

Sincerely,

A handwritten signature in cursive script, appearing to read 'grace', enclosed within a circular loop.

CRYSTAL GRACE G. MENDOZA

Applicant