

APRIL 10, 2023

HONEY SOFIA V. COLIS

OIC Director, ODHRM
VSU, Baybay City, Leyte

Dear Ma'am,

Peace and all good to you. I am writing this letter to express my interest in the vacant position Administrative Aide III (CLERK I) . I am 32 years old residing in Baybay City, Leyte. I graduated as Bachelor of Science in Criminology at Sto. Niño College of Ormoc, and a Licensed Criminologist.

I am conscientious person who works hard and pays attention to detail. I am flexible, quick to pick up new skills and eager to learn from others. I have an experience in field works and data processing when i am an enumerator in Philippine Statistics Authority (PSA) last September 2021. And i work also in the Department of Labor and Employment (DOLE) as a Government Internship Program (GIP) last September to December 2022, were our scope of work is conducting interviews of the beneficiaries in the barangay's for profiling and consolidating the records of the beneficiaries. I believe I could fit into your team for this job.

I am looking forward for your positive response at your own convenient time and discuss more particularly in the job. You can reach me via cellphone number 09973676874/ 09922282048 or in my email doodzkyr@gmail.com

Thank you for reading my letter..

Sincerely,

NIEL JUN L. RACAZA

Applicant

