

May 13, 2021

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

Dear Ms. Colis,

Good day!

I am interested in applying for **Administrative Aide VI (Clerk III)**. I believe that my experience as Administrative Assistant has provided me with excellent preparation that will allow me to immediately contribute to the institution. During my previous works, I performed general assistance to different departments, procurement of supplies and other administrative and clerical tasks.

I truly feel that I would be a great addition to your team for I am a responsible and trustworthy employee. I have been to Baybay City for so many times and it would be great if I could work to this beautiful place. I am willing to work in Baybay City and excited share the knowledge that I have learned from my previous company.

Attached herewith are my Curriculum Vitae and other documents for your reference. Please feel free to reach me through this number 09473422937. Thank you for taking the time to consider my application.

Sincerely,



JOY MAE OLAIVAR