

September 23, 2021

HONEY SOFIA V. COLIS

OIC-Director, ODHRM

Visayas State University, Visca Baybay City, Leyte

Dear **Ms. Colis**:

I would like to express my immense interest to apply for the position of Administrative Aide III.

I am currently unemployed and still seeking for a job until now. I do part-time jobs like Event Organizing and managing my small business. I graduated Bachelor of Science in Hotel, Restaurant and Tourism Management at the Visayas State University last June 14, 2020.

My experience and educational background have aided me in acquiring said knowledge and skills. I am very desperate to get this job since I am residing nearby and this job will finance my family's needs and medications.

Further examples of my skills and achievements are outlined on the attached document. I will grab every opportunity to learn more.

Attached is my resume for your perusal. I can be reached anytime via email at lenmodina88@gmail.com or my cellphone number: 09614359013.

Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

Very respectfully yours,


ALIEN D. MODINA