

JULY 16, 2024

To: HONEY SOFIA V. COLIS  
Director of Human Resource Management Office  
VSU, Baybay City, Leyte

Ma'am;

I am JESSIE FUERTE YODONG, a college graduate of The Fisher Valley College, Taguig City and obtain a Diploma in Psychology in ALISON, Ireland. I would like to apply in ADMINISTRATIVE AIDE VI.

I am currently looking for a job when I was informed that your agency is looking for and I am willing to do extra work that you will give to gain more experience. I believe that to operate effectively within a work environment, one must be determined and highly dedicated. I can assure you that I would bring this attribute to my work. I would be welcome to challenge of working for your agency.

Along with this application letter, I have attached my Personal Data Sheet that will provide further details about education and experience. I am eagerly waiting for your reply and very interested in an opportunity.

Thank you for your Consideration.

Sincerely,

JESSIE YODONG  
Applicant