

August 8, 2025

Marife A. Mascariñas

Brgy. Sta.Cruz Baybay, City, Leyte
09659483863 marifemascarinas65@gmail.com.

Dear Ma'am,

Good Day!!!

I am applying for Administrative Aide III (clerk) to your good office as a part of the requirement, I am enclosing a job application and personal data sheet.

The opportunity presented in this listing is very appealing to me, and I believe that my strong education will make me a very competitive candidate for the position that I am applying for. I am Marife Aragon Mascariñas, a Fresh Graduate at the Visayas State University, VISCA Baybay City, Leyte. With the degree of Bachelor Science in Agriculture in pomology

Thank you for your time and consideration Ma'am. I look forward for your immediate response about this employment opportunity.

Very respectfully yours,

Marife A. Mascariñas