

August 7, 2022

HONEY SOFIA V. COLIS
OIC Director, ODHRM
VSU, Baybay City, Leyte

Dear Ma'am,


I am writing to express my strong interest in applying to the position of Administrative Aide IV (Clerk II) with an item no. ADA4-112-2004 to be assigned in VSU Main. I have read the qualifications and I believe I would be an ideal fit for this position.

Having obtained my Bachelor's Degree in Forestry from Visayas State University and graduated on June 14, 2019. I also passed the Licensure Examination for Foresters on September 4 and 5, 2019 with a weighted average of 85.8%. I am physically able to do the work required in the office or in the field. I have 5 months experience as an Intern under Government Internship Program (GIP). I have gradually built a strong foundation of knowledge regarding the various task and duties in the office. This gave me an opportunity to improve my skills in pursuing my career.

I believe my experience, achievements and interpersonal abilities would make me a strong fit for this position. I can contribute effectively to your office and be a valuable employee.

Attached herewith are pertinent documents for perusal and evaluation. If you have any question or would like to arrange an interview with me, I may be reached at 09485457709 or acerocathy377@gmail.com. Thank you for your time and consideration, and I look forward to hearing your positive response.

Sincerely yours,


CATHY A. ABRANTES
APPLICANT