

APPLICATION LETTER

August 25, 2023

Honey Sofia V. Colis
OIC-Director, ODHRM
VSU, Baybay City, Leyte

Dear Ms. Colis,

Greetings!

Having seen advertisement posted in JOB.VSU.EDU.PH official page, I would like to apply as Administrative Aide III. I want to expand my skills and at the same time learn more experiences. I really want to occupy this job.

I graduated Bachelor of Animal Science from a prestigious school, Visayas State University at Baybay Campus. I would like to have a career in your department for improving my experience. I have worked as an Enumerator for two years and 3 months under Result Based Monitoring, and Evaluation (RBME) at the Office of the Vice President for Research, Extension, and Innovation (OVPREI) funded by the Department of Agriculture, Region VIII. I monitored and evaluated interventions given by the Yolanda Rehabilitation and Recovery Program (YRRP) to farmer association beneficiaries for the entire Eastern Visayas. Also, doing the part of geotagging for the interventions of the program. The program has successfully finished and has got good appreciation from the beneficiaries. Also, I had my experience for ten months as representative of insurance company to any type of vehicles. I practiced and well-develop my communication skills and technical skills also.

I have highly developed technical skills. With, the leadership and organizational skills are reached during my college years. I am able to work in a team or independence. I am capable of making decisions in crucial cases.

I enclosed my application letter and resume for your consideration.

Thank you. I hope for your positive response.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mary Angel P. Purisima', with a stylized, cursive script.

Mary Angel P. Purisima