

HONEY SOFIA V. COLIS
OIC DIRECTOR, ODHRM
VSU, BAYBAY CITY,
Leyte, Philippines 6521

SEPTEMBER 22, 2022

Dear Ma'am,

I wish to apply for ADMINISTRATIVE AIDE I or Any Vacant Position.

I believe I have the necessary skills and abilities for this job. I am organized, resourceful, personable and a fast learner.

Your company excels at customer service, a field in which I would like to pursue a career. I am also very eager to become part of a winning team like yours. Joining your organization would give me a chance to develop useful skills that will help in pursuing my long-term career goals.

If you are interested in meeting with me. I am available for interview anytime.

I look forward to hearing from you.

Thank you very much

Respectfully yours,

FELRIO S. ALIMA
Address: Zone 23, Ramon Magsaysay,
Baybay City, Leyte
Cp # 0931-7611910
Email Add: felrioalima@gmail.com