

To: **HONEY SOFIA V. COLIS**
HUMAN RESOURCE MANAGEMENT OFFICE
VISAYAS STATE UNIVERSITY

Subject: Job application for available position as Administrative Aide VI (Clerk III) with Plantilla Item No. of ADA6-89-2024 at Visayas State University.

Dear Maam,

As mentioned above, I am stating my desire to secure a position available as Administrative Aide VI (Clerk III) with Plantilla Item No. of ADA6-89-2024.

I have finished my bachelor's degree in Secondary Education major in Mathematics last May 29, 2019 and a License Professional Teacher. I am also an SK Chairperson completed the term from 2018-2023 and currently a Sangguniang Barangay member in our barangay.

My goal is to land a position in which my range of experience will improve much my ability & skills and to make positive contribution to the community where I belong. I would be happy to welcome an interview and hope to receive your favorable response to this application.

Sincerely,


John Whil A. Dalin
Applicant