

May 5, 2021

ROTACIO S. GRAVOSO

Head

Department of Development Communication

Visayas State University

ViSCA, Baybay City, Leyte

Sir,

I am writing this letter in response to the job posting for Administrative Aide III (Clerk I).

I am Joycorazon Cabonegro Maraveles, 35 years of age, single. I received a degree in Bachelor of Science in Commerce (major in Banking & Finance) from Western Leyte College of Ormoc Inc.; I took and passed the Civil Service Examination – Pen and Paper Test Professional Level last August 4, 2019.

It is in my nature to provide both informative and quality service, can follow directions easily and I am willing to invest time and effort to complete a certain responsibility. I would like to develop and enhance more of my people skills as an Administrative Aide III (Clerk I).

I know I have many years ahead of me and I am willing to learn more and to be retrained as I require the necessary skills in the course of my work. I am hoping that my experiences with your office will shape me to be a more responsible and service-oriented professional.

I have attached a copy of my resume for your kind perusal. I am willing to come for a personal interview and would be glad to hear from you soon.

Looking forward to be of service in your office. Thank you and more Power!

Respectfully yours,

JOYCORAZON C. MARAVELES

Applicant

Cel No.: 0905-973-0740

E-mail: jcmaraveles032086@gmail.com