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February 18, 2025

HONEY SOFIA V. COLIS  
Director, HRMD  
VSU, Baybay City, Leyte

Ma'am:

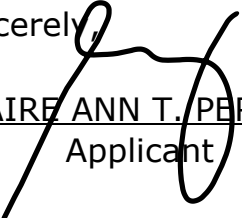
Good day!

I learned that Visayas State University is looking for applicants for the position of Administrative Aide VI (Clerk III) with salary Grade 6 Plantilla Item number – ADA6-116-2023 to be assigned at VSU Main (Legal Affairs Services), I was compelled to contact you right away. In hopes of being considered for this position, I've included a brief outline of the background for your review. I believed that I could make a strong addition to your employees.

I am a graduate of Bachelor of Secondary Education Major in Biological Sciences and is already a Licensed Teacher last September 26, 2021. I wanted to gain more experience and knowledge and be equipped with broader skills to help myself grow. I can assure you that I have a good personality and communication skills and I am able and willing to learn anything and work hard for the assigned job.

I realize that the curriculum vitae that I submitted cannot explain my qualifications in depth. Therefore, I really hope there is a chance for an interview in which I can explain my potential and capabilities.

Sincerely,

  
CLAIRE ANN T. PEROLINO  
Applicant