

266-C Poblacion Zone 21  
Ramon Magsaysay Avenue  
Baybay City, Leyte

March 23, 2021

Dear Ma'am/ Sir;

This letter is to express my willingness to apply as Administrative Aide III (Clerk 1), as it was posted in the vsu.job.ph. Please consider me as an applicant.

I am Maritess C. Suco, 42 years old, graduate of Bachelor of Science in Food Technology from Visayas State University Baybay, City Leyte. I am currently employed as contract of service worker in Philippine Statistics Authority as Field Supervisor in the PHILSYS Step 1 Registration assigned in the municipality of Baybay City, Leyte and Albura Leyte.

I have develop good qualities from my previous work like supervision, willing to work overtime even Sundays and Holidays. I can work with less supervision and work under pressure. I am willing to undergo training. I am always eager to learn more. I love to be one of the employee of this institution.

Enclosed is my Personal Data Sheet for your reference.

I am looking for your positive response and would appreciate for an interview. I can be contacted through my mobile number 0936-307-9794 or in my email account [cmbaybay5@gmail.com](mailto:cmbaybay5@gmail.com).

Sincerely Yours,

Maritess C. Suco