

Ryan Goles
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HONEY SOFIA V. COLIS
Director, HRMO
VSU, Baybay City, Leyte
jobs.vsu.edu.ph

Dear Ma'am,

I am writing to express my strong interest in the position of Administrative Aide IV (Human Resource Management Aide) with a Plantilla Item No. ADA4-143-2004 that will be assigned at the City General Services Office as advertised on CSC Job Portal. With my solid background as graduate in teacher education which I can do administrative tasks, exceptional organizational skills, and dedication to efficiency, I am confident in my ability to contribute to your success.

I hold a degree of Bachelor of Secondary Education major in Social Studies from Leyte Normal University and also Licensed Professional Teacher. Furthermore, I am highly adaptable, able to learn new tasks quickly, and committed to maintaining a positive work environment. I thrive in fast-paced settings and I am eager to take on new challenges to support the efficient functioning of your office. As an education graduate I believe that this could be a learning opportunity to me to work in your office as I thrive to adapt new environment.

I would be grateful if you could take the time to review my resume and contact me to discuss any questions you may have. I look forward to hearing from you soon.

Sincerely,



Ryan Goles
Applicant