

August 10, 2022

HONEY SOFIA V. COLIS

OIC Director, HRMO
VSU, Baybay City, Leyte
jobs.vsu.edu.ph

Dear Ma'am Colis,

This is to convey my interest on applying the vacant position as Administrative Aide VI (Clerk III) posted at jobs.vsu.edu.ph. I am currently looking for any job opportunities to sustain my family and my personal needs. It will be an honor for me to become a part as a serving personnel in the University.

I have a degree in Bachelor of Secondary Education, major in Mathematics and graduated at Visayas State University main campus. I am a Licensed Professional Teacher. I have an experience as Administrative Aide I (Job Order) under Admin section at DPWH 5th District Office for almost 3 years. I hope that my work experience can suffice my qualification for the vacant job. I'm also seeking the opportunity to implement my knowledge, skills and make contribution to the university. I am confident in my ability and can work under pressure with no supervision. I am also willing to be train and willing to learn for mastering the job.

Considering my above qualifications, I also attached my pertinent papers for your evaluation. I am anticipating your most favorable action to this application. Please don't hesitate to contact me anytime. Call or text me in my mobile number +639518287117. You can also reach me via the internet. Please email me at rylahmarieluntayao@gmail.com.

Please consider my application a sincere intent of interest.

Thank you very much and God Bless!

Sincerely yours,


RYLAH MARIE S. LUNTAYAO
Applicant