

ANGIE A. ANDRADE

Poblacion, Inopacan, Leyte

May 10,2023

HONEY SOFIA V. COLIS

Director

Human Resource Management Office

Visayas State University

Visca, Baybay City, Leyte

Dear Ma'am:

Good day!

I am writing to apply for Administrative Aide III in your good office. As requested, I have attached my documents along with the Application Form. I am willing to be orient and train about the nature and scope of this job.

I am Angie Aguilar Andrade, 26 years of age, residence of Poblacion, Inopacan, Leyte. I graduated here in VSU year 2018 with the course of Bachelor of Science in Agriculture Major in Horticulture. In addition, I am a passer of Civil Service Commission-Fire Officer Examination (FOE) last October 23,2022.

In experience, I've worked in Agriculture office as an (GIP) Government Internship Program under the DOLE. Worked as a Community Facilitator in KALAHI under the DSWD in our Municipality of Inopacan. Also, I was a Secretary/Cashier at Ecoland Recycling Enterprises, one of the companies of Escalon in Ormoc City.

I would be honored and grateful to work in my Alma Mater. I am whole hearted knowing on your good office to please consider and allow me to be part of your team.

I can be reach anytime by calling my phone no. +639264467148 or you can email me at angieandrade124@gmail.com

Thank you very much for your time and consideration. I look forward to speaking with you!

Sincerely,

Angie A. Andrade