

Honey Sofia V. Colis

Director, HRMO

VSU, Baybay City, Leyte Philippines

Dear Ma'am Colis,

I have learned from a reliable source that your company needs an Administrative Aide. Please consider me an applicant for this work. I graduated with a Bachelor of Elementary Education at the Visayas State University (VSU), Visca, Baybay City, Leyte. The knowledge and skills I gained from my studies, dedication to work, eagerness to learn new things, and strong desire to work in your company made me believe I can handle the work I'm applying for. To provide pertinent data about myself, I am submitting herewith my resume. Hope this application merits your favorable action. Thank you very much.

Sincerely,

A handwritten signature in black ink, appearing to read 'Javier', with a stylized flourish at the end.

Maria Jay-Ann M. Javier

Applicant