

April 12, 2023

HONEY SOFIA V. COLIS

OIC-Director, Office of the Director for Human Resource Management
Visayas State University
Visca, Baybay City, Leyte

Dear **Ma'am Colis**;

I have read from VSU Jobs website that the Office of the Director for Human Resource Management is in need of Administrative Aide III position. I am Mary Joy P. Israel, married and a resident of Brgy. Gabas, Baybay City, Leyte. I graduated with a degree of Bachelor in Elementary Education major in General Education at Visayas State University and applying for the said position.

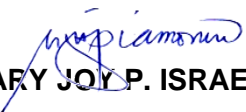
My experience from different agencies helped me handle different problems and different kinds of people and this can be a guarantee for me to work well in your office. I am trustworthy and an approachable individual with a good communication to cooperatively work with different kinds of people to meet the needs of your office and to promote its philosophy and goals.

As an education graduate it is my goal to be compassionate, enthusiastic, and intelligent individual who will make a positive contribution to your office. I am also willing to learn, explore new things as well as to be trained and undergo different trainings. I would welcome an interview and hope to hear from your earliest convenience.

You may contact me on my mobile phone no. 0938-007-4528 or you can email me at piamontemjoy14@gmail.com.

Thank you and God bless.

Sincerely,



MARY JOY P. ISRAEL

Applicant