

HONEY SOFIA V. COLIS

OIC Director, ODHRM VSU,

Baybay City, Leyte

Dear **Ma'am**,

May I have the honor to apply as Administrative Assistant II or any position that best suit my qualifications in your prestigious office.

My name is Regine May T. Zabala, a graduate of Bachelor of Science in Entrepreneurship in Eastern Visayas State University Main Campus, 24 years of age, single, and a healthy person. I finished my studies as a scholar of Expanded Students' Grants-in-Aid Program for Poverty Alleviation (ESGP-PA) of the Department of Social Welfare and Development (DSWD). My outmost gratefulness for giving me an opportunity to pursue my dreams through this government scholarship led me to have more interest and motivation to work hard and recently passed the Civil Service Eligibility-Professional Level this June 19, 2022 examination.

I am currently working as an Accounting Staff/ Fixed Asset Custodian in Ram Food Products, Inc. I was also employed as Key Entry Operator in Freight Process Outsourcing Solutions Inc. In my employment I gain valuable knowledge on managing daily activities, administrative services including monitoring, controlling, organizing and knowledgeable in computer works. I am passionate with my work and take responsibility in all my decisions. Also, I can easily relate well with people. I believed that my knowledge and experience in my bachelor's degree and work experience will help me to work efficiently.

Given the opportunity to work with you, I promised to perform my job efficiently and effectively with loyalty and integrity towards work.

Attached are my Personal Data Sheet and other documents, which further detail my qualifications. Thank you for taking time to review my application, and I look forward to speaking with you about this exciting opportunity.

Best Regards,

Regine May T. Zabala