

January 6, 2023

**HONEY SOFIA V. COLIS**

OIC Director, ODHRM

VSU, Baybay City, Leyte

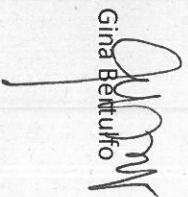
Dear Ma'am,

Upon seeing this job posting in the CSC website, I hastened submit/send this letter. With my great willingness, I am applying for the position of **Administrative Assistant II (Clerk IV) with Plantilla no. ADA2-45-2004**. I am eager to deliver my knowledge and skills of the said position.

I am a graduate of Bachelor of Science in Accountancy, hoping to be a professional that can take part in your institution. I have also a Career Service Eligibility (Professional) and with the knowledge I gained from my undergrad and some experiences, I am confident that I am qualified for this position.

I am hoping that I can gain more knowledge and grow professionally if given the chance and thank you for your time and consideration in this application.

Sincerely,

  
Gina Benitubo