

Brgy. Amahit  
Barugo, Leyte  
August 17, 2023  
6519

**HONEY SOFIA V. COLIS**

Director, HRMO  
VSU, Baybay City, Leyte

Dear Ma'am,

Good Day!

I am Ivy Grace A. Acol, a graduate of Eastern Visayas State University with a degree of Bachelor of Science in Information Technology (BSIT). I have heard that you have a vacancy for **Administrative Aide VI (Clerk III)** with Plantilla No. **ADA6-124-2023** to be assign at VSU Main Campus. I wish to apply for that position.

I humbly seek job and learning opportunities. I work well in groups and considerate of other opinion while affirming my point of view. I started my work experience on Store operation as Store Custodian which I have learn to manage the store in daily basis and deal with several types of customers. I also worked at Boy Scouts of the Philippines Leyte Council as one of the Administrative Assistants handled the Scouts registration. Last year, I earned my experience in retail again. I worked at ACE Hardware Savemore Tacloban as Cashier/Customer Service which I mastered managing the POS System along with the Counter Documents that needs to be reported every day and gives utmost amazing customer service to every customer. While working as cashier I managed to study Supplemental in Education and passed the Licensure Examination for Teacher this March 2023 wherein, I earned the second level eligibility under R.A.1080. Lastly, I worked as an Admin Aide Reliever at Philippine Science High School Eastern Visayas Campus which is I really believe that it is my advantage to be fit for the position.

If given a chance, I am willing to be trained and assigned in any of your department divisions or sub-offices. I am ready to report for an interview at your most convenient time. I can be reached at 09197698356 and/or at [graceviy26@gmail.com](mailto:graceviy26@gmail.com).

Attached herewith are my pertinent documents for your perusal.

I am hoping for your favorable response. Thank You!

Respectfully Yours,

  
**IVY GRACE A. ACOL**  
Applicant