

**RESIE C. MUTYA**  
**Poblacion Zone II, Capoocan, Leyte**  
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**09658846654**

December 11, 2025

**HONEY SOFIA V. COLIS**  
**Director, HRMD**  
**VSU, Baybay City, Leyte**

Dear Sir/Ma'am,

Greetings of peace and prosperity!

This is to forward my application for Administrative Aide VI (Clerk III). I am confident that my experiences and developed skills make me a qualified candidate for the role. Moreover, it will be a great opportunity for me to grow both personally and professionally.

At Seaoil Philippines Inc., I gained experience in managing a station, meeting the company standards, and handle day-to-day tasks. If given a chance to be part of your good office, my work experience will surely help and contribute to the team. As a well-driven individual, it won't be difficult for me to adjust in a fast-paced and new environment.

I hold a bachelor's degree in Bachelor of Science in Agribusiness from Visayas State University in Baybay City, Leyte. I am also a Career Service Professional and a Registered Agriculturist.

I would really appreciate the opportunity to have an interview. Thank you for your time and consideration.

Best regards,

  
**Resie C. Mutya**  
*Applicant*