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THE MANAGEMENT:

Maam/Sir,

Greetings!

A woman with high regard for this establishment and with earnest desire to serve in full capacity is applying for **Administrative Aide VI (Clerk III), ADA6-102-2004, within VSU Main (Supply and Property Office)**.

I am Flora Mae A. Sumile, a Licensed Professional Teacher and a graduate of Southern Leyte State University with a degree in Bachelor of Technology and Livelihood Education and an experienced BPO agent at Sogod, So. Leyte.

I am excited to explore the possibility of employment in your reputable establishment.

While my undergraduate degree may not directly align with the specific field of work you are seeking, I am confident that my transferable skills, qualities and eagerness to learn make me a strong candidate for this position. I guarantee you that I would not only meet but exceed expectations, contributing positively to your company as a valuable asset.

I can work with less supervision and can handle pressure without affecting my profession. I could be one of the best assets whom this institution is looking for. I am optimistic that all my qualifications would meet all your standards for hiring.

Attached are my Personal Data Sheet, should you consider me for an interview. Please contact me either through my mobile number or email.

Thank you for considering my application and I hope for a favourable response. Good day!

Respectfully Yours,

FLORA MAE A. SUMILE