

December 18, 2025

MS. HONEY SOFIA V. COLIS

Director

Human Resources and Management Development

Visayas State University

Dear Ms. Colis:

Good day!

I am writing to formally apply for the position of **Administrative Aide III** in your office. I am a graduate of Bachelor of Secondary Education, major in Mathematics, and I have work experience in both the private and public sectors.

I have over two years of experience in sales and marketing, where I developed strong organizational, communication, and customer service skills. My responsibilities included report preparation, coordination of activities, record management, and client relations, all of which strengthened my ability to multitask, meet deadlines, and perform administrative functions efficiently.

I also served as an Emergency Job Order employee at the Data Privacy Office and am currently a Job Order employee under Administrative Services. In these roles, I assisted in handling confidential records, reviewing compliance documents, and performing clerical and administrative tasks. These experiences enhanced my attention to detail, professionalism, and adherence to government policies, particularly in data privacy and records management.

With my analytical skills, strong work ethic, and commitment to public service, I am confident that I can effectively contribute to the efficient operations of your office.

I would appreciate the opportunity to further discuss my qualifications. I am available for an interview at your convenience. Thank you very much for your time and consideration.

Respectfully yours,



MARA M. ALAO