

August 4, 2023

Ms. HONEY SOFIA V. COLIS

Head, HRMO

Visayas State University

Dear Ms. Colis,

I am writing this letter to apply to any Administrative position at the Visayas State University.

I graduated Bachelor of Science in Business Administration major in Human Resource Development Management at the University of Cebu-Banilad Campus. I am currently the only clerk and the Deputy document and Records Controller (dDRC) of the Office of the Data Protection Officer.

I firmly believe that the skills and experiences that I have gained make me an ideal candidate for Administrative staff.

Please review my resume for an in-depth view of my work experience and let me know if you need any additional detail.

I hope to hear from you soon.

Sincerely yours,


Aiza B. Besavilla