

09 February 2025

HONEY SOFIA V. COLIS

Director
Human Resource Management Office
Visayas State University
Visca, Baybay City, Leyte

Dear Ma'am/Sir:

Good day!

I am humbly writing this letter to apply for the position of Administrative Aide in the Agency as posted on the VSU Jobs website.

I graduated last December 2019 with the degree of Bachelor of Elementary Education from Visayas State University (VSU), Baybay City, Leyte and currently pursuing my Master of Arts in Education major in School Administration and Supervision at Western Leyte College of Ormoc. I've worked as Clerk in your institution as Job Order Personnel from January 2021 up to present.

I am confident that the skills and experience I have gained in my current position will qualify me for consideration. I look forward to discussing more of my qualifications in detail with you. Should you need to reach me, please feel free to call/text me at 0938-007-4528. I have also attached my Personal Data Sheet, Transcript of Records, and other necessary documents for your evaluation.

Thank you for taking the time to consider this application.

Sincerely,

MARY JOY P. ISRAEL