

June 17, 2025

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

Dear Ma'am,

Greetings!

I am writing to formally express my interest in the Administrative Aide VI (Clerk III) permanent position. I am confident that my education background, relevant work experience makes me a strong candidate for this position.

I am Rer Aubre B. Dalmacio, 28 years old, single and a graduate of Bachelor of Elementary Education major in General Education at Visayas State University, Class of 2017. I am currently employed as a Job Order (JO) employee under the Technical Vocational Education and Training Office (TVET) here at Visayas State University. In this role, I have gained valuable experience in administrative support, documentation and a variety of clerical task essentials to efficient office operation. In addition, I have worked as a cashier in private company. These roles helped develop my skills, organizational work and attention to detail.

I am adaptable, dependable, and willing to undergo any necessary training to become more effective and efficient member of your team. I am amenable to hiring process and would appreciate the opportunity to be scheduled for an interview at your convenience.

Thank you very much for considering my application. I look forward to a favorable response and to the opportunity to continue serving Visayas State University in a greater capacity.

Respectfully,


RER AUBRE B. DALMACIO
Applicant