

January 9, 2024

HONEY SOFIA V. COLIS

Director, HRMO
Visayas State University
Baybay City, Leyte

Greetings!

I am writing to express my strong interest in the **Administrative Aide VI (Clerk III) position in the Supply and Property Office** with a job code of **CBORAS**, as advertised on the job portal of Visayas State University (VSU). I am eager to contribute to the objectives of the organization, as I am deeply committed to ensuring efficient resource management and supporting operational excellence to enhance service delivery and program implementation.

I hold a Bachelor of Science in Development Communication degree from Visayas State University—Main Campus, where I graduated Cum Laude. In addition to my academic accomplishments, I am a Career Service Professional Eligible, further demonstrating my dedication to public service and administrative excellence.

My current role as a project-based research staff at Southern Leyte State University—Main Campus has equipped me with valuable experience in project management, organizational coordination, and accurate documentation. These skills are integral to the efficient handling of resources, effective collaboration with teams, and the seamless implementation of projects, aligning with the demands of an Administrative Aide VI in the Supply and Property Office.

Additionally, my academic background in Development Communication has honed my abilities in effective communication, interpersonal skills, and organizational management. During my On-the-Job Training (OJT) at DYHP-RMN Cebu, I developed practical expertise in administrative support, logistical coordination, and accurate record-keeping. These experiences have prepared me to excel in roles that require attention to detail, resourcefulness, and efficiency in managing supply and inventory systems.

I am eager to bring my skills and experiences to Visayas State University. I am confident that my background and dedication make me a strong candidate for this position. Thank you for considering my application. I look forward to the opportunity to contribute to your team.

I have attached my resume for your perusal, which provides further details about my qualifications and experiences. I am available at your earliest convenience for an interview and can be reached at 0970 997 6681 or via email at loreliealmacengrabino@gmail.com.

Thank you for considering my application. I look forward to the opportunity to discuss how my skills can benefit your office.

Sincerely yours,



LORELIE A. GRABINO
Applicant