

December 06, 2024

**HONEY SOFIA B. COLIS**

Director, HRMO

VSU, Baybay City, Leyte

jobs.vsu.edu.ph

Ma'am:

I am excited to apply for the Administrative Aide VI (Clerk III) position with Plantilla Item No. ADA6-100-2004 as advertised on the CSC Web Portal.

I am Kimberly Vivero Nonay, 25 years old, with a Bachelor's degree in Fisheries from Visayas State University and a second-level (Professional) Civil Service eligibility. I possess the necessary qualifications. Additionally, I passed the Licensure Examination for Fisheries Professionals in November 2023.

As a seasoned administrative professional with experience in executive support and administrative roles at E-Primate Incorporated and Jose Rizal National High School, I have honed my skills in computer proficiency, organizing and data entry, and productive work environment creation.

I am eager to leverage my expertise in government setting and contribute to the office's success. I am confident in my ability to meet and exceed expectations. Please feel free to contact me at kimbirliviviero@gmail.com or 0991-885-3683 to discuss my application.

Thank you for considering my candidacy.

Sincerely,

  
**Kimberly Nonay**