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07 April 2025

Honey Sofia V. Colis  
Director, Human Resource Management and Development  
Visayas State University  
Baybay City, Leyte  
Philippines 6521

Dear Ms. Colis,

Greetings! I am writing because it is my intention to apply for the Administrative Officer II (Human Resource Management Officer II) position as listed in the university's official website. My name is Princess L. Brazil, and I currently hold a bachelor's degree in communication arts major in media arts from the University of the Philippines Tacloban College. With my academic background in communication studies, I believe I am eligible to satisfy and offer valuable contribution to the institution.

My academic coursework and professional experience have equipped me with the ability to effectively convey information, adapt communication styles to diverse audiences, and foster positive relationships. I am proficient in administrative management including report writing, presentations, and information and communication management. These skills, combined with my strong work ethic to deliver excellent service align perfectly with the requirements of this role, and I am eager to contribute to the university's objectives.

It is with my best interest to work with one of the best higher education institutions in the country. I am particularly drawn to Visayas State University's commitment towards academic excellence, ensuring not only student development but also to its employees

Thank you for your time and consideration. I have attached my curriculum vitae along with the other supporting documents for your reference and I welcome the opportunity to discuss my qualifications.

I am hoping to hear back from you soon.

Sincerely,  
Princess Brazil  
Applicant