

SEPTEMBER 20, 2024

MS. HONEY SOFIA V. COLIS

HRMO Director

VSU Baybay City, Leyte

Dear Ms.Colis,


I am writing this letter to express my intention to apply as an Administrative Assistant II. I am currently working in the university as a clerk/assistant deputy documents and records controller (Job Order Status) at the Procurement Office.

I have a Civil Service Sub-Professional Eligibility qualification and I am confident in performing administrative duties and versatile enough to carry out various multiple tasks I am entrusted with. I assure you my full effort to deliver more of what is expected from me, improve as much as I can, and become a productive and supportive employee to repay the trust you will have shown in taking me on in the position.

I welcome the opportunity to continue working at the University with the position offered. Kindly see my Resume and Personal Data Sheet for your reference.

Thank you for your time and consideration.

Respectfully yours,


Kybee M. Cayone
Applicant