

Honey Sofia V. Colis
Director, HRMD
Visayas State University
VSU, Baybay City, Leyte
August 1, 2025

Dear Ms. Colis,

This is to signify my intention to apply for the position of Administrative Aide VI (Clerk III) in your good office which will suit my qualifications.

I am Adela Rosa A. de la Rosa graduated on March 27, 2015 at The College of Maasin, Maasin Southern Leyte with a degree of Associate in Computer Technology and last April 13, 2016 at Visayas State University Baybay City, Leyte with a degree of Bachelor of Science in Economics. I have just passed the Civil Service Exam (Sub-professional and professional level) last August 2022 and June 2023, respectively.

I have been working as a Job Order worker in the Bureau of Internal Revenue-Inopacan Office since July 2019 up to June 2025. I am well-organized, trustworthy, reliable and willing to work any tasks. I believe I have the necessary skills and abilities for this position since I have been doing my job effectively and efficiently and I am always willing to demonstrate the ability to learn quickly.

It would be my pleasure to be part of your agency. This would give me a chance to develop useful skills that will help in pursuing my long-term career goals.

Attached herewith are my credentials which will show my curriculum vitae. I will be available for a personal interview anytime at your convenience.

Respectfully yours,


ADELA ROSA A. DE LA ROSA

Applicant