

Ms. Honey Sofia V. Colis

Director, Human Resource Management Division
Visayas State University – Main Campus

Dear Ms. Colis,

Greetings!

I am writing to formally express my interest in the position of **Administrative Aide VI (Clerk III)** recently posted by your office. With my educational background and administrative experience, I believe I possess the qualifications and dedication necessary for this role.

As an alumna of Visayas State University, Class of 2010, I take great pride in the values and foundation instilled in me by this esteemed institution. It would be a meaningful opportunity to return and serve the university that has significantly contributed to my academic and personal growth.

I am confident that my commitment to excellence, attention to detail, and dedication to public service align well with the standards upheld by your office. I am eager to contribute to the efficient and effective delivery of administrative services within the University.

Thank you for your time and consideration. I look forward to the possibility of contributing to the continued success of our beloved University.

Respectfully yours,
Jennifer Loreto Otero