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HONEY SOFIA V. COLIS  
Director, HRMO  
Visayas State University  
Baybay City, Leyte

Dear Dir. Honey Sofia V. Colis,

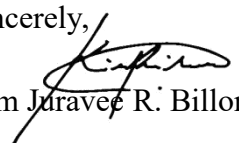
I am writing to express my profound interest in the Administrative Officer I (Records Officer I) position at Visayas State University - Main Campus as advertised on the university's official website. Equipped with a bachelor's degree in social sciences, majoring in political science, I am eager to bring a unique blend of academic insights and practical skills to contribute to your esteemed institution.

Throughout my academic journey, I actively engaged with the complexities of my coursework, cultivating a robust understanding of both policy analysis and implementation. To further enhance my comprehension of governance intricacies, I undertook a 200-hour internship in the Office of City Councilor Atty. Jerry S. Uy in Tacloban City, Leyte. This invaluable experience allowed me to develop practical skills in public relations, communication, and documentation and records management.

During my internship, I honed a keen proficiency in policy monitoring and evaluation, ensuring the successful execution of strategic initiatives. Actively participating in managing communication channels, fostering positive relationships with diverse stakeholders, preparing documentation, and overseeing records, all contributed to the smooth functioning of the office. This internship experience has also instilled in me a high level of rigor and passion for rendering public service. I am confident that these qualities, combined with my academic foundation, make me a strong candidate for the Administrative Officer I (Records Officer I) position.

Thank you for considering my application. I am excited about the possibility of contributing to the administrative operations at Visayas State University - Main Campus and am eager to further discuss how my qualifications align with the needs of your institution. I am available for an interview at your earliest convenience and look forward to the opportunity to discuss how I can contribute to the success of your team.

Sincerely,

  
Kim Juravee R. Billones