

September 2, 2025

**Honey Sofia V. Colis**  
Director, HRMD  
Visayas State University  
Visca, Baybay City, Leyte

Thru: **Marlon M. Tambis**  
Director, PhilRootcrops

Dear **Ma'am Colis**:

Greetings of peace and prosperity!

I am writing to express my sincere interest in applying for the position of Administrative Aide III (*Utility Worker II*). I would be honored to be considered for this opportunity, as I am eager to contribute to an organization that values continuous learning and professional growth.

I am confident in my ability to perform the responsibilities of the role with dedication and excellence. I am hardworking, reliable, and willing to undergo any necessary training to further enhance my skills and better serve the center.

Please find my résumé attached for your review. I would greatly appreciate the opportunity to further discuss how I can be of service to your team.

Thank you for considering my application. I look forward to your positive response.

Very truly yours,

  
**MIGUEL S. HONRADA, JR.**  
Applicant