

May 17, 2025

HONEY SOFIA V. COLIS

Director, HRMD

Visayas State University

Visca, Baybay City, Leyte

Dear Ma'am,

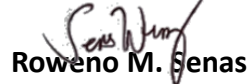
I am writing to formally express my interest in the position of **Administrative Aide VI (Clerk III)** in your esteemed office, as posted or advertised. I am a graduate of **Bachelor of Elementary Education** from Leyte Normal University, and I am confident that my educational background, coupled with my strong work ethic, would make me a valuable asset to your team.

While my degree is focused on education, it has equipped me with essential skills in organization, communication, record-keeping, and office management—skills that are highly applicable to administrative functions. I am detail-oriented, reliable, and capable of handling clerical tasks efficiently, including filing documents, managing correspondence, and providing support to staff and clients alike.

I am enthusiastic about the opportunity to contribute to your office and am eager to learn and grow within a professional setting. I am confident that my adaptability, dedication to service, and willingness to go the extra mile will allow me to perform well in the role of Clerk III.

I would greatly appreciate the opportunity to discuss how I can be of service to your office. Thank you very much for considering my application.

Respectfully yours,



Roweno M. Senas