

October 21, 2024

**HONEY SOFIA V. COLIS**

Director, HRMO  
Visayas State University  
Baybay City, Leyte

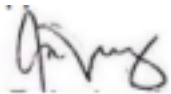
Dear **Ms. Colis**,

I am reaching out to you regarding the Administrative Aide IV position posted on the VSU Job Portal. I am interested in this position and would appreciate being considered as a candidate for it.

I have been employed at VSU as a clerk for two years and four months in the Payroll and Leave Benefits Office, where I serve as the Payroll and Leave Administrator for regular employees. Prior to my current job, I was an AACCUP data encoder at the Department of Animal Science for eight months. I also worked for over three years as a Frontline Associate at MLhuillier Financial Services Inc., gaining extensive experience in processing financial transactions such as remittances and jewelry transactions. Additionally, in 2014, I worked as an Office Staff in UCPB Makati's Leasing and Finance department, where I was responsible for organizing and inputting crucial personal and financial data for clients. Through these experiences, I have developed expertise in my field, and I am eager to continue learning and growing in my professional journey.

For more information, I have attached my resumé. I look forward to hearing from you on the next steps in the hiring process.

Sincerely,



Reinalyn P. Gumba

Applicant