

Mhea B. Pasayloon
Patag Baybay City Leyte
09465315204

October 22, 2024

HONEY SOFIA V. COLIS

Director
Human Resource Management Office
Visayas State University
Visca, Baybay City, Leyte

Dear Ms. Colis,

I am writing to express my interest in the Administrative Aide IV (Human Resource Management Aide) position within your esteemed organization. As a recent graduate with a degree in BS Biotechnology from Visayas State University and a background in customer service and data management, I am eager to bring my skills in organization, communication, and attention to detail to this role.

During my academic journey, I developed strong analytical and problem-solving skills, particularly through my research work and various projects. Additionally, my experience as a business owner and previous involvement in administrative tasks have equipped me with a deep understanding of customer relations, inventory management, and office operations, all of which I believe will contribute to the efficient functioning of your HR department.

I am confident that my strong work ethic, quick adaptability, and enthusiasm to contribute will allow me to be a valuable member of your team. I would appreciate the opportunity to further discuss how my qualifications and experiences align with your organization's requirements in an interview.

Thank you for considering my application. I look forward to the possibility of contributing to your organization and am available at your earliest convenience.

Sincerely,

Mhea B. Pasayloon
09465315204
mh.pasayloon@gmail.com