

HONEY SOFIA V. COLIS

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

Dear Maam Colis,

I am writing to express my strong interest in the position of Administrative Assistant III, as listed on your portal. I am a Graduate of Bachelor Science in Criminology on March 2017 & a Registered Criminologist on February 01, 2018, and my 5 years & 5 months experience as an SKChairman, helped me initiate programs designed to enhance the social, political, economic, cultural, intellectual, moral, spiritual and physical development of the members. With my leadership skills, I believe I would be an ideal fit for this position at your organization.

I am skilled at communicating effectively with diverse people across various platforms. I received recognition for my friendly demeanor, patience and ability to communicate professionally with all patrons.

Qualification and skills, I bring on the table include:

- 5 years & 5 months' experience as SK Chairman
- Proven leadership and team building talents
- Criminal Investigation and Detection Training

Thank you for your time, and please let me know if there's any additional information I can provide for you. I look forward to speaking with you.

Sincerely,


Sheila Maria Gonzaga