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Ms. Honey Sofia V. Colis  
Director, Human Resource Management Department  
Director  
Human Resource Management and Development  
Visayas State University  
Visca, Baybay City, Leyte

**Subject: Application for Administrative Aide III (Clerk I) Position**

Dear Ms. Colis,

I am writing to express my sincere interest in the Administrative Aide III (Clerk I) position at Visayas State University. As a first-time job seeker with a strong passion for administrative work, I am eager to contribute my skills and enthusiasm to your esteemed institution.

I recently completed Bachelor's degree in Information Technology and have developed a keen attention to detail, strong organizational abilities, and excellent communication skills. My academic background has equipped me with proficiency in data entry, record-keeping, and customer service, which I believe are essential for a Clerk I role. Additionally, I am highly adaptable and eager to learn, making me confident in my ability to integrate seamlessly into your team.

I am excited about the opportunity to be part of Visayas State University and to assist in providing efficient administrative support. I am eager to further discuss how my skills and enthusiasm can be of value to your team. Enclosed is my resume for your review. I would appreciate the opportunity for an interview at your convenience.

Thank you for your time and consideration. I look forward to your positive response.

Sincerely,  
Kyla Isabelle U. Salon