

11 June 2025

HONEY SOFIA V. COLIS

Director

Human Resource Management and Development

Visayas State University

Visca, Baybay City, Leyte

Dear **Dir. Colis**,

Greetings.

I am writing today to express my interest in the position of Administrative Aide VI (Clerk III) Position.

I am a highly motivated and experienced individual with a background in administrative tasks. I have a proven track record of success in this area, and I am confident that I have the skills and experience necessary to be successful in this role.

As an Administrative Staff at the Land Reservation Management Office in UP Mindanao, I enhanced my skills in record-keeping, collaboration, computer literate, and performing various administrative tasks. Before I work to my current job, I work in Bureau of Plant Industry in Davao as a Research Assistant for the Durian for two years and a half. The experiences I gained helped me develop my communication skills to interact with other people.

You can reach me through my cellphone number (09166702314) or mailing address (vinanarisma@gmail.com). Attached are my application letter, Personal Data Sheet (PDS), and other documents.

Thank you for your time and consideration.

Respectfully yours,



VINA ROSE N. GALVEZ
Applicant