

Visayas State University

Region VIII

Baybay City, Leyte

June 14, 2025

HONEY SOFIA V. COLIS

Director, HRMD

VSU, Baybay City, Leyte

jobs.vsu.edu.ph

Dear Ma'am,

I am writing to express my interest in the **Administrative Aide VI (Clerk III)** position at the **Visayas State University- Main (HRMD)**, as it was posted in csc portal page. As a highly organized and detail-oriented individual with a diligent work ethic and effective communication skills, I am confident that I can provide effective administrative support to your team.

I am **Recia P. Escanilla**, 22 years old, a graduate of Visayas State University - Alangalang Campus with a degree in Bachelor of Elementary Education. Recently, a passer of Licensure Examination for Teachers last March 23, 2025. I am a passionate and flexible individual who can easily adapt to changing priorities, ensuring that all work is done to the highest standard.

Through my teaching internship and previous work as a chat support agent, I have developed strong multitasking and organizational skills, and have grown professionally. I have also learned to maintain confidentiality, handle sensitive information with discretion, and collaborate effectively with colleagues to achieve team objectives. Furthermore, I am proficient in Microsoft Office and possess the ability to quickly learn new software, enabling me to contribute to a seamless workflow.

I am thrilled about the opportunity to bring my passion for delivering exceptional support to your team as an administrative assistant, and I am confident that my positive attitude and strong work ethic will make me a valuable asset.

Please see my attached paper for other relevant information. Also, you may contact me through my phone number 09637527656 and my email account reciaescanilla@gmail.com.

Thank you very much!

Respectfully Yours,

RECIA P. ESCANILLA

Applicant

