

Honey Sofia V. Colis

Director for Human Resource Management

Visayas State University

Visca, Baybay City, Leyte

Dear Ma'am,

Greetings!

I am writing to express my interest in applying for an Administrative Aide VI position at Cashiering Office. I graduated at Visayas State University in 2014 with the degree of Bachelor of Secondary Education and became a licensed professional in 2015. I also passed the VSU clerical examination which was conducted last March 2024. I do have a lot of work experiences such as being an ESL instructor for a year, became a private teacher for 3 years, a substitute teacher in the Baybay City Division for less than a year and recently involved in the field of survey of the Philippines Statistics Authority during the conduct of CBMS 2021 and CAF 2022. And recently, I was hired for the Government Internship Program (GIP) which is a program by the DOLE for almost a year and was assigned into one of the LGU's office, the Internal Audit Services Office (IASO). I am confident in my ability to contribute effectively in your good office. Throughout my career, I have developed a strong skill set in managing time, organizing task, and dealing individuals with different backgrounds. My experiences have equipped me with the necessary expertise to excel in a dynamic and fast-paced environment.

I believe that my backgrounds and experiences could help me develop more to work with passion and I am eager to bring my enthusiasm and dedication to the job. I am excited about the opportunity to contribute to your good office and would welcome the chance to discuss how my background, skills, and enthusiasms align with the goals of your team. Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely yours,

Flora May I. Nopal

Applicant