

March 23, 2023

HONEY SOFIA V. COLIS

Director, ODHRM
Visayas State University
Visca, Baybay City, Leyte

RE: Admin Aide III

Dear Ms. Colis,

I was motivated to contact you upon learning that Visayas State University has an opening for a new Admin Aide III. For several years I have focused my career path and academic pursuits on English Education and completion of Bachelor of Secondary Education program with Southern Leyte State University-Tomas Oppus. My personal philosophy is rooted in empowering others and creating a positive perspective of life circumstances.

With a genuine and nurturing nature, combined with a professional and determined approach, I possess the primary skills needed in my field, including ICT literacy skills and Management Skills. Additionally, collaboration and communication are part of my skill set, with proficiency in decision-making. Experience in interacting with diverse populations has given me in-depth understanding and awareness of differences in both individuals and organizations. These qualities will contribute to Visayas State University's mission while positively highlighting the professionalism and competencies in its employees.

For further details of my qualifications, background, and academic history, please find my resume attached. I am confident that I can contribute positively to the Admin Aide role and I welcome the opportunity to speak with you at your earliest convenience.

Sincerely,

Shyn Luege Villaflores