

241 Brgy. Cogon,  
Baybay City, Leyte, 6521

March 24, 2025

**MS. HONEY SOFIA V. COLIS**

*Director*

Human Resources and Management Development  
Visayas State University

Dear Ms. Colis;

Good day!

I am writing to express my interest in the position of Administrative Assistant 1 (Computer Operator 1) within your institution. I hold a Bachelor of Secondary Education degree, majoring in English, and have successfully passed the Licensure Examination for Teachers. Equipped with a strong foundation in communication, organization, and technology, I am confident in my ability to contribute effectively to the success of your office and support the efficient delivery of services in line with the mission of your institution.

My educational background has equipped me with strong communication and interpersonal skills, essential for fostering understanding and collaboration in diverse settings. I am confident that these skills, combined with my ability to adapt and remain calm under pressure, will enable me to perform effectively in the role of Administrative Assistant 1.

Additionally, my interpersonal skills have been honed through collaborative learning environments and experiences working with diverse individuals. I can effectively communicate, and collaborate with colleagues, clients, and external stakeholders. My ability to adapt to varying work environments and thrive under pressure has allowed me to handle multiple responsibilities simultaneously, ensuring that tasks are completed efficiently and on time.

I am confident that my academic background, with my administrative and technical skills, makes me a strong candidate for this position. Attached are my Personal Data Sheet (PDS) and other documents for your review. I welcome the opportunity to further discuss how I can contribute to your team and support your mission. I am available for an interview at your earliest convenience and can be reached at 09539861605 or via email at alaokarlosanton13@gmail.com.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your institution.

Respectfully yours,

  
**KARLOS ANTON S. ALAO**