

ALESSANDRAD,BITUIN
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June 12, 2025

HONEY SOFIA V. COLIS
Director, HRMD
VSU, Baybay City, Leyte

Dear Maam Colis,

Greetings!

I am writing to express my sincere intent to apply for Administrative Aide VI in the Office of the Human Resource Management and Development Office.

I am a graduate of Bachelor of Science in Business Administration major in Human Resource Development Management, I also have units earned in Bachelor of Arts in English and Development Communication.

I am diligent, organized, and capable of handling tasks with minimal supervision. My communication skills, both oral and written, are strong and I am adept at learning new systems, procedures, and technologies that enhance efficiency and productivity in the workplace.

Throughout my academic and professional experiences, I have cultivated a strong work ethic, a proactive mindset, and a sincere willingness to serve.

Enclosed is my PDS for your review. I am hopeful that you will consider my application favorably. I am willing to attend any examination or interview at your most convenient time. It would be a privilege to discuss in person how I can contribute to your esteemed institution.

Thank you very much for taking the time to consider my application. I look forward to the opportunity of serving and growing with Visayas State University.

Respectfully yours,

A handwritten signature in black ink, appearing to read 'A.B.', enclosed within a thin black rectangular border.

ALESSANDRAD,BITUIN