

February 19, 2025

Honey Sofia V. Colis
Director, HRMD
VSU, Baybay City, Leyte

Dear Ma'am,

Good day.

I am writing to express my interest and applying in the position of **Administrative Aide VI (Clerk III)** with Plantilla item number **ADA6-82-2004** as advertised on VSU website. I am an Electronics Engineer with experience in the telecommunication field, and I have developed a skill set that I believe can translate well into this role.

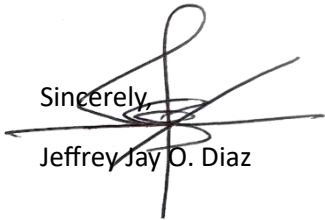
I am eager to contribute my skills and experience to your esteemed department and support its goals. I am confident that my dedication, attention to detail, and technical expertise will be beneficial to the university's operations and the position's responsibilities.

I have enclosed my curriculum vitae and other related documents for your review. I look forward to the opportunity to discuss how my background, skills, and certifications align with the requirements of this position.

Thank you for considering my application. Please feel free to contact me to schedule an interview at your earliest convenience.

Sincerely,

Jeffrey Jay O. Diaz

A handwritten signature in black ink, appearing to read 'Jeffrey Jay O. Diaz', is written over the printed name. The signature is stylized with a large loop at the top and a horizontal line extending to the right.