

April 2, 2025

**HONEY SOFIA V. COLIS
DIRECTOR, HRMD
VISAYAS STATE UNIVERSITY
VISCA, BAYBAY CITY, LEYTE**

Dear Madam,

I am writing to express my strong interest in the Administrative Aide III position (Clerk I) (Job Code: VNEFTL) at VSU Main Campus. With my educational background and passion, I believe I possess the skills and dedication necessary to contribute effectively.

I am a graduate of Bachelor of Elementary Education from Visayas State University, Alangalang Campus, and have successfully passed the Licensure Examination for Teachers. While my academic background is primarily focused on education, I am eager to expand my horizons and explore opportunities that allow me to serve the community in different capacities.

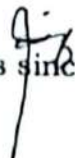
In my previous role, as an Administrative Staff at Sta. Fe National High School, I honed my skills in administrative support, data entry, record keeping, and scheduling.

I am a highly organized and detail-oriented individual with excellent communication and interpersonal skills. I am adept at managing multiple priorities simultaneously and thrive in fast-paced environment all while maintaining a high level of accuracy and efficiency. I am confident that my organizational and problem-solving skills will contribute to the smooth functioning of the office.

Enclosed with this letter are my resume and academic credentials for your perusal. I would appreciate the opportunity to discuss how my qualifications align with the job requirements in more detail during an interview. I am available at your convenience and can be reached at **09682601287** or via email at nunezjeromejr@gmail.com.

Thank you for considering my application. I look forward to the possibility of working as an Administrative Aide III and contributing to its vital mission.

Yours sincerely,


JEROME B. NUNEZ, JR.
Applicant