

Reynaldo A. Balasanos Jr.

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Honey Sofia V. Colis

Director, HRMD
VSU, Baybay City, Leyte

Dear Ms. Colis,

Subject: Applicant for Administrative Aide VI (Clerk III)

I am writing to formally express my interest in the **Administrative Aide VI (Clerk III)** position at **VSU, Baybay City, Leyte**, as advertised on the official VSU Job hiring website. With a strong background in communication, clerical work, and the dissemination of relevant information, I am confident in my ability to make a positive contribution to your team and support the mission of your department.

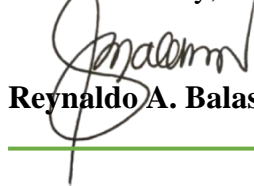
I hold a Bachelor's degree in Business Administration, with a major in Financial Management, from Leyte Colleges, where I graduated as *Magna Cum Laude*. I have served as the **Management Committee Secretariat and as a Program Development Officer** for the Local Government Unit of Matag-ob, Leyte. Additionally, in 2024, I worked as a **Hotel Administrative Assistant** at Ironwood Hotel in Tacloban City. Throughout my career, I have consistently demonstrated a commitment to public service, attention to detail, and the ability to work effectively in a structured environment.

I'm drawn to this opportunity because of its vision to provide betterment services. I look forward to contributing my knowledge and dedication to your esteemed department.

Enclosed are my resume and copies of supporting documents for your review. I would appreciate the opportunity to discuss my qualifications further in an interview. I am available at your earliest convenience and can be reached at +63 9502798760 or lukebalasanos0828@gmail.com

Thank you for considering my application. I look forward to the opportunity to serve and contribute to the success of Visayas State University, Baybay City, Leyte.

Yours sincerely,



Reynaldo A. Balasanos Jr.
