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Visayas State University – MAIN  
HONEY SOFIA V. COLIS  
Director, HRMO  
VSU, Baybay City, Leyte

Dear Honey Colis,

I am writing to express my interest in the Administrative Officer I position at Visayas State University - MAIN. As a recent graduate with a Bachelor of Arts in Psychology from the University of the Philippines – Tacloban College as well as experience as a customer service representative, I am excited about the opportunity to apply my skills and knowledge in a university setting.

My experience as a customer service representative has equipped me with strong communication skills, the ability to multitask effectively, and a dedication to providing exceptional service to clients and consumers. I have developed a keen eye for detail, excellent problem-solving abilities, and a proactive approach to addressing inquiries and concerns.

In addition to my customer service experience, my academic background has provided me with a solid foundation with relevant skills and knowledge applicable to the administrative roles in a university setting. I am eager to leverage my education and skills to support the administrative functions of VSU and contribute to its mission of academic excellence.

I am particularly drawn to the opportunity to work at VSU because of its esteemed reputation in higher education and its commitment to fostering a diverse and inclusive learning environment. I am enthusiastic about the prospect of supporting the administrative operations of the university and contributing to its continued success. I am confident that my combination of academic achievements, customer service experience, and enthusiasm make me a strong candidate for this position.

Thank you for considering my application. I am looking forward to the possibility of discussing how my skills and experiences align with the needs of your department. Please find my resume attached for your review.

Sincerely,

Shekaina Jairah I. Manjeron