

Application Letter

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Honey Sofia V. Colis

HRMD Visayas State University

Visca, Baybay City, Leyte

Dear Ms. Colis,

Good day!

I am writing to express my sincere interest in the position of Administrative Aide III at the Faculty of Humanities and Social Sciences, Visayas State University. As a Bachelor of Science in Agribusiness student of VSU, I am eager to serve and contribute my skills to support the university's academic and administrative functions.

During my studies and on-the-job training at Guimaras Wonder's Farm, I developed strong organizational and record-keeping abilities, as well as practical knowledge in financial analysis and enterprise management. I was also fortunate to be recognized as a Young Farmers Challenge Regional Awardee and National Finalist in 2024, which strengthened my leadership, communication, and problem-solving skills. Additionally, my experience as a Call Center Agent enhanced my ability to work under pressure, manage tasks efficiently, and deliver excellent customer service.

I am confident that my adaptability, quick learning capacity, and dedication to public service make me a strong candidate for this role. I believe I can contribute meaningfully to the Faculty of Humanities and Social Sciences and uphold the values of Visayas State University.

Thank you for considering my application. I look forward to the opportunity of contributing to the university.

Respectfully yours,

Donnalyn Joanna S. Diaz