

June 13, 2025

**HONEY SOFIA V. COLIS**

Director

Human Resource Management and Development

Visayas State University

Visca, Baybay City, Leyte

Ma'am:

Greetings! After learning from CSC Job Portal that you are in need of **ADMINISTRATIVE AIDE VI POSITION (Clerk III)** position in VSU MAIN (HRMD) of VISAYAS STATE UNIVERSITY, I want to express my interest for the said position by writing this letter.

I obtained my Bachelor's Degree in Secondary Education majoring Mathematics in Talisay City College in 2021 and I hope to bring my knowledge, skills and commitment if you consider my application.

I am originally from Bato, Leyte and I recently passed the Board Licensure Examination for Professional Teachers held last March 17, 2024 and also, I am a Career Service Examination-Professional passer in 2023 with a rating of 83.00 conducted by the Civil Service Commission in Talisay City, Cebu. Prior to my degree, I took up Computer Hardware Servicing NCII in Recoletos Industrial and Technological Training Center in USJR Basak Campus which guaranteed my knowledge in navigating computers and Microsoft Office Suite. Although my education is not closely aligned with the position that I am applying for, I am passionate about learning new tasks and adapting to a new environment. My most recent career is Enumerator in POPCEN-CBMS 2024 in Talisay and Cebu City.

Please find enclosed a recently updated copy of my Personal Data Sheet, for your kind consideration. I would like to express my sincere thanks to you in advance, for spending your valuable time to peruse my profile.

**Yours truly,**



**JOVELYN F. JUNTAR**

Applicant