

MAY 16, 2025

HONEY SOFIA V. COLIS

Director, HRMD

VSU, Baybay City, Leyte

Dear Ma'am:

I am writing to formally express my interest in the position of **Administrative Aide VI (Broadcast Operator V)** as advertised. With my background, I am a graduate of Bachelor of Physical Education from Eastern Visayas State University Main Campus. With my educational background where I gained technical knowledge and essential office skills including computer operations, media handling, and basic troubleshooting. My work experience as a Data Entry Encoder, I believe I am well-qualified to contribute to your office's operations, particularly in supporting broadcast and administrative functions and allowed me to develop excellent typing skills, attention to detail, and accuracy in handling large volumes of information. I also became proficient in using various office and data processing software, including Microsoft Office tools. These skills are transferable to the role of Broadcast Operator, where precision, coordination, and system familiarity are vital.

I am a diligent, organized, and dependable individual who works well independently or as part of a team. I am eager to bring my skills and dedication to an institution office committed to quality public service.

Attached herewith are my personal data sheet (PDS), resume, and other supporting documents for your review. I would appreciate the opportunity to further discuss how I can contribute to your team.

Thank you for considering my application. I look forward to the opportunity to be part of your esteemed office. Please feel free to contact me at 09351084505 or by e-mail at agarciokyle@gmail.com. Thank you for your time and consideration.

Respectfully yours,
Kyle C. Agarcio