

June 4, 2024

HONEY SOFIA V. COLIS
Director, HRMO
VSU, Baybay City, Leyte

Good day Ma'am;

I am writing to express my interest in the Administrative Aide VI position in the Office of BOR & University Secretary.

I have experience working as a Human Resource Assistant/Generalist for almost 3 years. I handled two branches with 200 employees to sum.

I also work in Southern Leyte State University, Main Campus as a HR Data Associate in the Office of University Human Resource Management and Development.

Right now, I am currently working as HR Assistant in a private company here in Cebu City, but I am willing to accept the opportunity if given a chance. Because working back in a government is one of my goal this year, specially that I recently passed the civil service exam.

I am competent in providing clients a quality service. I am proficient with advanced technology and can easily adapt to new the work environment.

Thank you for taking the time to consider this application. You may contact me through my mobile phone, 0955-139-0313.

Looking forward to hear from you soon.

Sincerely,

IVY JOY P. RAMOS
