

August 13, 2024

**HONEY SOFIA V. COLIS**

Director, Human Resource Management Office  
Visayas State University  
Baybay City

Dear Ms. Colis,

Good Day!

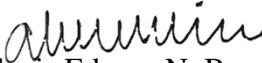
In pursuing different opportunities to hone my skills, I am writing this letter to express my interest in applying as an **Administrative Officer II (HRMO I)** in your office.

I am a graduate of Bachelor of Science in Management from the University of the Philippines Tacloban College as *cum laude*. My skills include basic computer literacy, organizational, planning and scheduling, and interpersonal skills. With these educational background and skills, I believe that I am capable of handling the said position as I can apply all the lessons and insights I learned during my undergraduate time.

Furthermore, I am a passer of **Career Service Examination – Pen and Paper Test (Professional Level)** last March 2024. I also had my internship in the Department of Budget and Management Regional Office VIII, and was assigned in the Finance and Administrative Division of the said office. With that, I can attest that I have an idea about the administrative works of the government thus, making me a potential candidate for the said position.

I am excited about the possibility of working with your office. You can reach me at **0998-338-2117** or at **alexisbrazil84@gmail.com**. Thank you, and I am looking forward that you can consider my application.

Best Regards,

  
Alexis Edmon N. Brazil