

August 30, 2025

Sitio Lawis, Brgy. Tagbibi
Hindang, Leyte, 6523

Honey Sofia V. Colis
Director, HRMD
VSU, Baybay City, Leyte

Dear Dir. Colis:

Good day Ma'am! I would like to convey my interest in the position of Administrative Aide VI (Clerk III), recently posted by your esteemed university.

As a graduate of AB English Language Studies at Visayas State University, I possess a strong foundation in both written and oral communication which I believe is essential for facilitating office communications, preparing formal documents, and handling external correspondence with government agencies and partner institutions.


I am eager to contribute to the university through diligent and ethical service, and remain committed to continuous improvement both personally and as a member of the institution. My background has equipped me with the necessary skills in communication, coordination, and documentation, which I believe will be valuable in this role. In addition to my communication abilities, I am also proficient in Google Suite and Microsoft Office Suite tools that are vital in managing records, preparing reports, and ensuring smooth and efficient daily operations.

Should there be no available vacancy for the aforementioned position, I would be honored to be considered for any alternative roles that align with my qualifications and may benefit the university.

I would deeply appreciate the opportunity to be part of your growing institution and to support its mission of delivering quality education and service.

Thank you for considering my application. I look forward to the opportunity to contribute to Visayas State University and would be honored to be part of its continued growth and pursuit of excellence.

Respectfully yours,



JITKA MAE F. TOCO