

March 27, 2025

HONEY SOFIA V. COLIS

Director, HRMD

VISAYAS STATE UNIVERSITY

VSU, Baybay City, Leyte

Dear **Dir. Colis**:

I hope this letter finds you well. I am writing to express my interest in the job opening at the **VSU Main (Procurement Office)**. It was shared to the public that the University is currently accepting applicants for the position of **Administrative Assistant I (Computer Operator I)**, Plantilla Item No. ADAS1-88-2023, Salary Grade 7. With a degree in Bachelor of Science in Business Administration Major in Human Resource Development Management, and having passed the Civil Service Examination at both the Sub-Professional and Professional levels, I am confident that my qualifications align well with the requirements for this role.

Throughout my career, I have gained valuable skills that have equipped me to handle a wide range of tasks and challenges. My role as a Contact Centre Associate honed my customer service and communication skills, allowing me to build strong relationships and effectively resolve issues. Working as an Operation Online Administrator, I further developed my organizational abilities and gained proficiency in managing and inputting data into various systems. Additionally, as an Administrative Aide VI, I enhanced my attention to detail, organizational, and time management skills. I also developed problem-solving abilities by addressing inquiries and resolving issues, along with strong communication skills in coordinating with supervisors and handling various administrative tasks.

It would be an honor to serve under the University and the public. As contributing to improving their lives also improves mine. Enclosed are the required documents for your review. Should you require any further information or clarification, please do not hesitate to contact me.

Thank you for your time and kind consideration. God Bless and keep safe.

Respectfully,


DAVID CHRISTIAN C. VERBA
Applicant