

December 12, 2024

**HONEY SOFIA V. COLIS**

Director  
Human Resource Management Office  
Visayas State University  
Visca, Baybay City, Leyte

Dear Ms. Farica,

Greetings!

By means of this letter, I wish to express my interest in the position of Administrative Aide IV under Human Resource Management in your organization.

I have completed Bachelor of Science in Business Administration major in Financial Management at Western Leyte College of Ormoc, Inc. with an Academic Excellence Award with the help of Local Government Unit of Ormoc Scholarship. I also took Accountancy and Business Management on my senior high school years.

My long standing-interest in the subject and my diverse background make me the best contender for this career.

I am currently employed as Admin Aide I at LGU Ormoc, particularly at City College of Ormoc and I believe I also have gained relevant experience from my previous work for the role. I am looking for career growth and I am willing to apply my experience and skills for the goodness and for the benefits of the organization. The field might be the perfect setting for me to refine my skills and strive to be the best.

I look forward for further discussion and thank you very much for your time.

Sincerely,

Regine Pleños