

October 19, 2024

**HONEY SOFIA V. COLIS**

**Director**

**Human Resource Management Office**

**Visayas State University**

**Visca, Baybay City, Leyte**

**Subject: Application Letter for Administrative Aide IV (Human Resource Management Aide) in Human Resource Management Office**

**Code: KZFIHW**

Dear Ma'am Colis,

I am writing this to express my interest in the Administrative Assistant position posted in the VSU Jobs Website in the Human Resource Management Office. Coming from this institution as an education graduate and being also a Licensed Professional Teacher, it would indeed be my keen interest in providing administrative support, organizing things well, and paying close attention to all details whereby I am confident of my potential contribution toward your department.

I am open to working in administrative roles where, over time, I have been able to hone my ability to work on office communications, organize schedules, maintain records, and handle numerous clerical tasks very efficiently. I am highly proficient in using office software and can really coordinate tasks that ensure the smooth running of an office. Probably the most important strengths that I can bring to the table are the ability to multitask and be accomplished in all these tasks while doing them accurately. I have exceptional verbal and written communications skills, which makes it easy for me to work effectively with colleagues, clients, and management. My skills in solving problems and working under tension enable me to get grip of all those challenges that may arise in a busy working place.

I look forward to the possibility of assisting Visayas State University in doing the administrative functions that your office does. I have good work ethics and enthusiasm, which I am sure will make me a valuable addition to your department. I welcome the opportunity to discuss further on how my skills may be of benefit to your team.

Thank you for considering my application. I look forward to the opportunity to speak with you.

Sincerely,

**SHAYLENE B. MANAPSAL**