

15 August 2025

Ms. HONEY SOFIA V. COLIS

Director, HRMO
Visayas State University

Dear Ms. Colis:

I'm writing to express my interest in the Administrative Assistant II position in Alumni and Community Relations Office. In this light, please consider me as an eager applicant for the position.

I've been working at Visayas State University as Clerk for the past 5 years, and I truly enjoy being part of the VSU community, over the years I've developed my capabilities in doing my work, with this I am willing to learn more and able to contribute my knowledge for this position.

If given a chance to work in your good administration, I will be very professional, committed and honest in doing the job that I will be assigned to. I will be glad to appear for an interview at that time most convenient to you. You can contact me through my mobile phone number 09359472537.

Thank you very much.

Very truly yours,



NIFFA C. GOFREDO
Applicant