

February 8, 2024

**HONEY SOFIA V. COLIS**

Director, HRMO

VSU Baybay City, Leyte

Dear Ms. Honey,

I trust this letter finds you well. I am writing to express my strong interest in the position of Administrative Officer I recently advertised at your institution. I am ready to bring a unique blend of skills, expertise, and a steadfast commitment to excellence that will undoubtedly enhance the collaboration and operations of your esteemed team.

I hold a Bachelor of Secondary Education, majoring in TLE, from Leyte Normal University, conferred upon me in July 2021. My professional journey, evolving from a dedicated teacher intern to years of valuable experience in the BPO industry, has finely tuned my multifaceted skill set. Alongside teaching, communication, and multitasking, I possess expertise in coaching and fostering operational development and collaboration among team members and proficiency in the use of ICT tools. My track record reflects a consistent commitment to integrity, professionalism, and service excellence.

I am eager to discuss how my qualifications align with your team's needs. Thank you for considering my application. I am confident in my ability to make a meaningful contribution to Visayas State University.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ian Rey F. Yanuario', with a stylized flourish extending to the right.

Ian Rey F. Yanuario