

October 10, 2025

Jecimae L. Mاتيom
Brgy. Marcos, Baybay City, Leyte
0935-948-1229

DARIO P. LINA
Director, NSTP Office
Visayas State University
Visca, Baybay City, Leyte

Thru:
HONEY SOFIA V. COLIS
Director, HRMD
Visayas State University
Visca, Baybay City, Leyte

Subject: Application for Admin Aide III Position

Dear Director Lina,

I am writing to express my interest in the Admin Aide III position (Job Code AIYSGT) at the NSTP Office, Visayas State University. I am confident that my skills, work ethic, and dedication to service will allow me to contribute positively to your office's goals and objectives.

I am a Bachelor of Science in Hotel, Restaurant, and Tourism Management Graduate with experience in record keeping, clerical support, and coordination tasks. I am organized, dependable, and eager to learn new responsibilities to perform my duties efficiently and effectively.

Please find attached my pertinent documents for your review and consideration. Thank you for your time and attention. I look forward to the opportunity to discuss how I can contribute to your office.

Respectfully yours,


JECIMAE L. MATIOM
Applicant