

PHIA JANE LLESIS
Hilongos, Leyte
August 17, 2025

HONEY SOFIA V. COLIS
Director, HRMD
VSU, Baybay City, Leyte

Subject: Application for Administrative Assistant II (Human Resource Management Assistant)

Dear Director Colis,

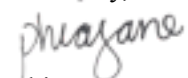
I am writing to express my interest in the Administrative Assistant II (Human Resource Management Assistant) position of Visayas State University Main Campus as advertised in the civil service website. As a highly motivated and dedicated Development Communication graduate from Visayas State University (VSU), I am confident in my ability to contribute effectively to your team. With a strong background in development communication and additional units in extension studies, I am enthusiastic about the opportunity to apply my skills and knowledge in a meaningful way within your esteemed organization.

Furthermore, my professional five-year experience as a Science Research Assistant has provided me with valuable insights into the intricacies of research and project management. During my tenure, I demonstrated adaptability and a strong work ethic, which resulted in my promotion to the role of Science Research Associate and which led me to be able to publish in scientific journals. This experience has honed my organizational and multitasking skills, allowing me to thrive in fast-paced and dynamic work environments. I am skilled at data entry, particularly using web search tools, and have a good eye for detail. Furthermore, my skill in Google Calendar administration guarantees that projects are organized efficiently and completed on time. I am also proficient with Microsoft Office programs, graphic design tools such as Canva, and video editing software such as Sony Vegas Pro, all of which can be used to effectively communicate research findings.

I have attached my resume, academic transcripts, and other relevant documents for your perusal. I am enthusiastic about the opportunity to discuss in greater detail how my skills and experiences align with the goals of VSU. Thank you for considering my application. I am looking forward to the possibility of contributing to your team and making a meaningful difference in the communities you serve.

Please find my contact information above, and I am available at your earliest convenience for an interview. Thank you for considering my application.

Sincerely,



Phia Jane M. Llesis

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