

MAY 16, 2025

**HONEY SOFIA V. COLIS**

**Director, HRMD**

VSU, Baybay City, Leyte

Dear Ma'am:

I am writing to formally express my interest in the position of **Administrative Aide VI (Clerk III)** as advertised. With my background, I am a graduate of Bachelor of Physical Education from Eastern Visayas State University, where I developed a strong foundation in teaching and also in clerical work. My academic training equipped my skills in document management, communication, and the use of office software such as Ms Word, Excel, and PowerPoint. Additionally, I have work experience as a Data Encoder at Freight Process Outsourcing Solutions Inc. Located at Palo, Leyte, where I was responsible for accurately entering and managing large volumes of information, maintaining filing systems, and ensuring the confidentiality of records. This experience helped me develop keen attention to detail, organization skills, and the ability to work under pressure and meet deadlines.

I am responsible, hardworking, and fast learner who is committed to providing quality service and supporting the overall efficiency of the office. I am confident that my experience and background make me a suitable candidate for this position.

Attached herewith are my personal data sheet (PDS), resume, and other supporting documents for your review. I would appreciate the opportunity to further discuss how I can contribute to your team.

Thank you for considering my application. I look forward to the opportunity to be part of your esteemed office.

Respectfully yours,

**Kyle C. Agarcio**