

August 11, 2025

**To: HONEY SOFIA V. COLIS**

Director, Human Resource Management and Development  
Visayas State University  
Visca, Baybay City, Leyte

Dear **Ms. Colis**,

Greetings!

I am writing to express my interest in the Administrative Assistant position in the Human Resource Management and Development Office. As a graduate of BS in Development Communication from Visayas State University, I bring a strong background in administrative support, training coordination, and office management, backed by experience in facilitating HR-related activities.

Currently, I serve as a Training Assistant at VSU's HRMD – Learning and Development Office, where I coordinate and organize training programs from planning to implementation, manage records, prepare reports, and ensure timely dissemination of information. I also manage event logistics, handle correspondence, and serve as host and facilitator during university programs—roles that have strengthened my skills in organization, multitasking, and stakeholder communication.

In my previous role as Project-Based Research Staff at Southern Leyte State University, I was responsible for preparing official documentation, assisting in project proposal preparation, and ensuring compliance with funding requirements. This experience honed my attention to detail, time management, and ability to work with minimal supervision—qualities essential for effective administrative support.

Through these combined experiences, I have developed the capacity to manage day-to-day office operations efficiently, maintain organized and accurate records, and provide dependable support to teams and leadership. I am confident that my skills and background align well with the demands of the Administrative Assistant position.

Thank you very much for considering my application. I look forward to the opportunity to contribute to the continued success of the HRMD Office.

Sincerely,

  
**RUEN A. SABANDO**  
Applicant