

Ma. Desiree V. Calda  
Brgy. Lusak Dist. 6  
Dagami Leyte  
August 11, 2025

Honey Sofia V. Colis  
Director, HRMD  
VSU Baybay City, Leyte

Dear Honey Sofia Colis,

I am writing to express my interest in the Administrative Aide III (Clerk I) position at VSU MAIN. With a Bachelor's degree in Accountancy and two years of experience as an Associate Auditor, I have developed a strong foundation in financial processes and administrative functions that align well with the requirements of this role.

In my auditor role, I carried out thorough audits, generated comprehensive financial reports, and maintained regulatory compliance. These experiences sharpened my eye for detail, organizational strength, and software know-how. Working closely with colleagues in other departments also helped me develop strong communication and interpersonal skills.

I am confident that my background and skills make me a strong candidate for this position.

Thank you for considering my application. I look forward to the possibility of discussing how my qualifications can benefit Visayas State University. Please feel free to contact me at your convenience to schedule an interview.

Sincerely,

Ma. Desiree V. Calda