

December 14, 2023

**Ms. HONEY SOFIA V. COLIS**

Director, HRMO

Visayas State University

Dear **Ms. Colis**,

Peace and all good.

I am writing to apply for any Administrative position at the Visayas State University.

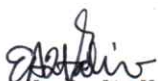
I graduated with a Bachelor of Elementary Education at the Franciscan College of the Immaculate Conception. I am currently the only clerk and the Deputy document and Records Controller (dDRC) of the Administrative Services Office.

I firmly believe that the skills and experiences I have gained make me an ideal candidate for Administrative staff.

Please review my resume for an in-depth view of my work experience and let me know if you need any additional detail.

Thank you for your time and consideration. I hope to hear from you soon.

Sincerely yours,



**Elizabeth A. Italo II**

Applicant