

September 26, 2024

**HONEY SOFIA V. COLIS**

Director, HRMO  
VSU, Baybay City, Leyte  
jobs.vsu.edu.ph

Subject: Application to Administrative Aide IV (Clerk II) Position, VSU MAIN (Procurement),  
ADA4-150-2004

Dear Sir/Madam,

Good day!

I hope this letter finds you well.


Please accept this letter as an expression of my interest in the Administrative Aide IV (Clerk II) position. I am currently working as PhilHealth Officer (under Administrative Department), a highly motivated and progress-focused, with a track record of initiative and dependability. I have devised strategic initiatives that I believe proved valuable to the company I served.

Throughout the course of my career, I have perfected my office organization and documentation abilities. I am a capable and consistent problem-solver skilled at prioritizing and managing projects with proficiency.

With this role, I contributed customer service, time-management, efficient and effective efforts for the company's improvement. I am progressive minded and in tune with new developments in other fields. I have proven to be effective and collaborative with strong motivation talents.

I would greatly appreciate the opportunity to speak with you regarding my application.

Sincerely



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**MARGIE M. AVENIDO**  
Applicant