

1 April 2024

**HONEY SOFIA V. COLIS**

*Director*

Human Resource Management Office

Visayas State University

Visca, Baybay City, Leyte

**Dear Director Colis:**

*Warmest greetings!*

I am writing to express my interest in the **Board Secretary I** position at the Visayas State University. **[ITEM NO: BS1-33-2023]**.

I graduated with a degree in Bachelor of Science in Development Communication from the Visayas State University in August 2022. I worked as a consultant at the Office of Rep. Carl Cari of the Fifth District of Leyte for one (1) and a half year.

My experience aligns well with the qualifications you are looking for in a Board Secretary I. I have strong background in administrative support which contributed to the effective governance of Rep. Cari. Throughout my career, I have built effective communication skills with officials at various level of government. I am knowledgeable of preparing materials which led to a productive discussion. I also have an experience of participating committee deliberations at the House of Representatives, especially in times of budget deliberation for the various government agencies, which has provided me valuable insights on the legislative process. These experiences strengthened my skills, abilities, and passion to apply for the position, contributing to the institution's continued growth and success.

I am committed to upholding the highest standards of professionalism which will support in the university's smooth strategic planning. These qualities and experiences make me the best candidate for the Board Secretary I position. I am passionate and hard-working, have strong communication skills, and am knowledgeable about making creative and outstanding output.

For further information, enclosed are my personal data sheets (PDS) and work experience sheet. Should you have any queries, I am always available for an interview, or you can reach me at 0995-027-9652 or through my email address at victorsamuya17@gmail.com.

I look forward to a positive response to my application.

Thank you, and more power!

Sincerely yours,



**VICTOR S. NERI**  
Applicant