

June 20, 2025

HONEY SOFIA V. COLIS
Director, HRMD
VSU, Baybay City, Leyte

Good day Ma'am:

I am writing to express my interest in the **Administrative Aide VI (Clerk III)** position in the **Office of the Director for Human Resource Management and Cashiering Office**.

I have nearly three years of experience working as a Human Resource Assistant/Generalist in the retail industry, where I handled two store branches with a total of 200 employees. I also worked at Southern Leyte State University – Main Campus, as an HR Data Associate under the Office of University Human Resource Management and Development, for almost 2 years.

Currently, I am employed as an HR Assistant at a corporate company in Cebu City. However, I am eager to return to government service, which is one of my career goals for this year—especially after passing the Civil Service Exam last March 2024.

I am confident in my ability to provide quality service to clients, and I am proficient in using modern technologies. I also adapt quickly to new work environments.

Thank you for taking the time to consider my application.
You may contact me at 0955-139-0313. I look forward to hearing from you soon.

Respectfully yours

IVY JOY P. RAMOS
