

September 02, 2025

HONEY SOFIA V. COLIS

Director, HRMD

Visayas State University

Visca, Baybay City, Leyte

Dear Ms. Colis,

I am writing to express my interest in applying for the role as Administrative Aide III. I am looking for a back office work when I came across the job posting on your website which immediately draw my attention.

I've worked as a customer service representative for a year and a half, wherein I answer customer's query, handle complaints and provide long-term resolutions. With the experience I have, I was able to develop strong communication skills, flexibility in terms of immediate changes, learned to efficiently collaborate with the team and provide quality service. I believe that my experience and dedication align closely to the goals of the organization and I am eager to apply my skills and passion for its continuous success.

Thank you for considering my application. I am looking forward to the opportunity to discuss my application and how my background and skills could support the organization.

I appreciate your time and consideration.

Respectfully yours,

Alera Rosal