

March 22, 2024

**Ms. HONEY SOFIA V. COLIS**

Head, HRMO

Visayas State University

Dear Ms. Colis,

I am writing to express my keen interest in applying for the position of Legal Assistant, as advertised on the VSU website ([jobs.vs.edu.ph](http://jobs.vs.edu.ph)) and on the Civil Service website. Being a graduate of the University of Cebu-Banilad Campus with a degree in business administration majoring in human resource development management and fifteen (15) units of legal courses gives me the confidence to be fit for the position.

I am currently an Administrative Aide III (Casual) assigned to the Office of the Data Protection Officer. I have gained invaluable experience in handling administrative tasks and ensuring compliance with Republic Act No. 10173, or the Data Privacy Act of 2012. This role has equipped me with the necessary skills and knowledge pertinent to legal operations, further strengthening my application for the Legal Assistant position.

I've attached my resume, which gives a detailed account of my accomplishments and professional background. Please feel free to contact me if you require any additional information or background. I hope to hear from you soon.

Sincerely yours,

  
**Aiza B. Besavilla**