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HONEY SOFIA V. COLIS  
Director, HRMO  
VSU, Baybay City, Leyte  
[jobs.vsu.edu.ph](mailto:jobs.vsu.edu.ph)

Dear Hiring Committee,

I am writing to express my interest in the Administrative Aide VI (Clerk III) position at Visayas State University, as advertised in Civil Service Commission official website. As a licensed professional teacher with a strong background in education, I believe that my skills and experiences make me an excellent fit for this role.

I earned my degree of Bachelor of Secondary Education major in Social Studies in our dearest VSU last 2022 and have been a licensed professional teacher just this year. Throughout my teaching career, I have honed my organizational, communication, and problem-solving skills, which are essential for an administrative role. My ability to manage multiple tasks efficiently, coupled with my attention to detail, has enabled me to handle diverse responsibilities in a dynamic environment.

I am drawn to the Administrative Aide position at Visayas State University because of the institution's commitment to excellence in education and its reputation for fostering a vibrant and inclusive learning environment. I am eager to contribute my skills and passion for education to support the administrative functions of the university.

My dedication to creating a positive and organized work environment aligns with the values of the University, and I am confident that my background in education will bring a unique perspective to this role. I am excited about the opportunity to contribute to the success of VSU and further develop my skills in a dynamic administrative setting.

Thank you for considering my application. I look forward to the possibility of contributing to the success of [University Name] in the role of Administrative Aide.

Sincerely,



JHOEFIEL T. PARANTAR