

May 21, 2025

HONEY SOFIA V. COLIS

Director, HRMD

VSU, Baybay City, Leyte

Dear Ma'am Colis,

Good day.

I am writing this letter to express my willingness to apply for the position of **ADMINISTRATIVE AIDE VI (CLERK III)** with plantilla number **ADA6-100-2004** to be assigned at **VSU Main**. I believe I am capable of performing the tasks required for the position as I have seen in the qualifications you have provided.

I am a graduate of Bachelor of Science in Business Administration Major in Financial Management. I'm also a NAPOLCOM and SUB-PROFESSIONAL passer. I am determined, keen and committed in the tasks and responsibilities that I am given. I believe that the learnings and knowledge I have gained in my degree and the relevant experiences gained in my previous job positions would help me perform well with the job. I am capable of multitasking and flexible in learning new things.

Looking forward to hear from you regarding my application. Thank you and God Bless.

Respectfully yours,

APRIL ANNE LANZA