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July 31, 2025

Ms. Honey Sofia V. Colis

Director, Human Resource Management Division
Visayas State University
Baybay City, Leyte

Dear Director Colis,

I am writing to express my sincere interest in the position of **Administrative AIDE III** at Visayas State University. As a proud alumna of VSU Main Campus with a degree in **Bachelor of Science in Chemistry** and a **licensed Chemical Technician**, I am eager to contribute my skills and dedication to serve the university in this administrative capacity.

During my undergraduate studies, I worked as a **part-time student assistant** at the University Registrar's Office for nearly two years. This experience honed my administrative, clerical, and organizational skills, and deepened my familiarity with university processes and systems. It also cultivated in me a strong work ethic and the ability to thrive in a structured, detail-oriented environment.

While I am aware that the position requires **Civil Service Professional eligibility**, I am currently preparing to take the examination scheduled for **August 10, 2025**. I am committed to pursuing full compliance with the qualifications and am confident in my ability to succeed in the exam. I assure you of my willingness to undergo training and to perform with diligence, integrity, and professionalism in any responsibility entrusted to me.

I am deeply motivated to contribute to the goals and mission of Visayas State University. I am confident that my background, coupled with my eagerness to learn and grow, makes me a capable candidate for the role.

Thank you very much for considering my application. I would welcome the opportunity to discuss how I can be of service to your office.

Respectfully yours,

Jerico Tomines Gloria