

May 02, 2024

HONEY SOFIA V. COLIS

Director, HRMO
VSU, Baybay City Leyte

Dear Ms. Colis,

I am writing to apply for the Administrative Assistant II (Clerk IV) Plantilla Item No.ADAS2-43--2004) position at Admission Office as advertised on the Job Opportunities List of Civil Service Commission Website. As a dedicated professional with a strong background in administrative tasks and a passion for contributing to the public sector, I am excited about the opportunity to become a valuable member of your team.

Throughout my 12 years of experience in administrative roles, I have consistently demonstrated my ability to handle a variety of responsibilities with efficiency and precision. In my current role as a Clerk at Visayas State University–Main Campus, I have successfully manages tasks such as proficiency in office management, record-keeping, scheduling, and providing administrative support. My strong organizational skills and attention to detail have consistently allowed me to streamline processes and ensure efficient operations.

My experience in working collaboratively with diverse teams, both within the administrative department and across campus, has allowed me to develop strong communication and interpersonal skills. I am skilled in using various software applications, including Microsoft Office (Word, Excel, PowerPoint, etc.), Canva, and Adobe Acrobat, which will enable me to effectively manage administrative processes and contribute to the university's success. I am eager to bring my expertise to your team and contribute to the continued success of your organization.

Enclosed is my Personal Data Sheet (PDS) with attachments as support, which provides a comprehensive overview of my professional background and accomplishments. I would greatly appreciate the opportunity to discuss how my skills and experiences align with the needs of Admission Office. Please contact me at +639663179097 or vanz.nazal@vsu.edu.ph , vanzoffthewall44@gmail.com to arrange an interview at your convenience.

Thank you for considering my application. I am excited about the potential to join of Admission Office and contribute to its mission of public service. I look forward to the opportunity to discuss my qualifications in more detail.

Sincerely,



VANESSA W. NAZAL

Applicant