

June 17, 2025

HONEY SOFIA V. COLIS
DIRECTOR, HRMD
VISAYAS STATE UNIVERSITY
VISCA, BAYBAY CITY, LEYTE

Dear Madam,

I am writing to express my strong interest in the Administrative Aide VI position (Clerk III) Job code (YOCLNT) at VSU Main Campus. With my educational background and passion, I believe I possess the skills and dedication necessary to contribute effectively.

I am a graduate of **Bachelor of Elementary Education** from **Visayas State University, Alangalang Campus**, and I successfully passed the **Licensure Examination for Teachers** in **March 2023**. Currently, I am serving as an **Administrative Support Staff** under the **Department of Labor and Employment's Internship Program**, a position I began on **October 1 2024**.


Through both academic training and professional experience, I have developed strong organizational and interpersonal skills, attention to detail, and the ability to manage multiple responsibilities efficiently. I am highly motivated, adaptable, and capable of working well under pressure-traits that are essential in a fast-paced administrative environment.

I am particularly interested in joining your team to support the administrative functions of the Human Resource Management and Development while expanding my knowledge and experience in public service. I am eager to continue learning and contribute meaningfully to the goals of the Visayas State University.

Please find my resume and academic credentials attached for your review. I would welcome the opportunity to further discuss how my qualifications align with the needs of your office. I am available for an interview at your convenience and can be reached at **0968-260-1287** or via email at nunezjeromejr@gmail.com

Thank you for considering my application. I look forward to the possibility of working as an Administrative Aide VI (Clerk III) and contributing to its vital mission.

Yours sincerely,


JEROME B. NUNEZ, JR.
Applicant