

August 29, 2025

HONEY SOFIA V. COLIS

Director, HRMD

Visayas State University

Baybay City, Leyte

Subject: Application for Administrative Aide VI (Clerk III Position)

Dear Ma'am,

Good day!

I am writing to express my sincere interest in the position of Administrative Aide VI (Clerk III) position in VSU Main, as I have gone through the official website of Civil Service Region VIII posted and mentioned that you are looking for applicants for this position. Although I am a fresh graduate with no prior work experience in this role, I am eager to begin in public service and contribute effectively to your organization's administrative and clerical functions.

I hold my Bachelor of Science in Criminology degree from Visayas State University Tolosa, earning the distinction of Cum Laude in year 2024. I also passed the Board Licensure Examination for Criminologist held in February 5-7, 2025.

During my college years, I am an active participant in class and served as group leader in academic group tasks, particularly in Criminological Research— where the importance of confidentiality and accuracy of personal information is observed. I served as a Class Treasure when I was in third year college, and also voluntarily handled our batch payment contribution when I was in fourth year college. These experiences hone my ability in data entry, communication, Microsoft office and creativity skills.

I am very willing to undergo training, adapt quickly to new systems, and follow office protocol diligently. My goal is grow professionally while contributing to the efficient maintenance of your records and documentation.

Please find my application documents attached to your review. I would be sincerely grateful if your esteemed office could kindly consider my application and grant me opportunity to be part of your institution.

Thank you very much for your time and consideration. Looking forward to your positive response.

Respectfully Yours,


KYLE DOMINICA C. BARBOSA
Applicant