

APPLICATION LETTER

April 04, 2025

HONEY SOFIA V. COLIS

Director, HRMD

Visayas State University

Visca, Baybay City, Leyte

Dear Ma'am,

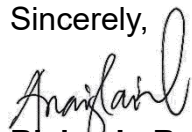
Good day!

I am writing to express my interest in the **Administrative Aid III** position in your office. I am a graduate of Visayas State University – Main Campus with a Bachelor's degree in Secondary Education and obtained my professional teaching license in March 2024.

While my background is in education, my skills and experiences have prepared me well for administrative work. I have developed strong organizational and record-keeping skills essential for handling personnel documents, and processing paperwork efficiently. I am proficient in Microsoft Office applications such as Word, Excel, and PowerPoint, as well as Google Workspace tools, including Docs, Sheets, Gmail, and Drive. Additionally, I am capable of maintaining confidential information, coordinating with departments, and organizing files. Lastly, I am a quick learner and adaptable to new systems.

I would appreciate the opportunity to contribute to your office. Thank you for your time and consideration. I look forward to your response.

Sincerely,



Rialyn L. Rosiana

Applicant