

February 3, 2025

**DR. PROSE IVY G. YEPES**

*President*

Visayas State University

Baybay City, Leyte

Thru: **Ms. Honey Sofia V. Colis**

*Director, Human Resource Management*

Dear *Madam*,

I am writing to formally apply for the position of Administrative Aide VI in your esteemed office. I am currently working at the Office of the University and Board Secretary, performing administrative aide functions that have equipped me with valuable skills in office management, document handling, and administrative support.

Given my experience in the Office of the Board Secretary, I believe I am well-suited for this position. I am highly oriented with the office's processes and workflows, and I possess substantial knowledge of both previous and current documents handled within the office. This familiarity enables me to work efficiently, maintain accuracy, and contribute to the seamless operation of the department.

I am a diligent and detail-oriented professional who takes pride in delivering quality work. I can manage responsibilities effectively, adapt to various tasks, and foster positive relationships with my colleagues. I am confident that my experiences and skills will make a meaningful contribution to the goals and objectives of your reputable institution.

I would greatly appreciate the opportunity to discuss my qualifications in more detail through an interview at your most convenient time. Thank you for considering my application. I look forward to the possibility of contributing to your team.

Sincerely yours,

  
**ANTONIETA D. ISRAEL**  
*Applicant*