

June 5, 2023

**HONEY SOFIA V. COLIS**

Director  
Human Resource Management Office  
Visayas State University  
Visca, Baybay City, Leyte

Dear Ma'am Colis,

Greetings!

With my administrative experience as Job Order-Clerk and designated as dDRC at the Regional Climate Change Research and Development Center for 6 years, I am writing to apply to the Administrative Aide IV position at the Human Resource Management Office, Visayas State University with regards to your post at [jobs.vsu.edu.ph](https://jobs.vsu.edu.ph). I have a degree of Bachelor of Science in Agribusiness and I have earned units in the same institution for my master's degree in Management major in Agribusiness Management. I am very much interested to learn and work as a clerk or an administrative aide IV, wherein I can share my expertise and skills with others and at the same time grow as a person.

With my educational background and experiences, I am confident to take on the challenges that the administrative aide IV position offers. With my knowledge and skills in doing administrative and clerical tasks or jobs, I believe that I can perform well the tasks that will be given to me if I'm hired. I am enclosing my resume, transcript of records, and other supporting materials for more details that will further substantiate my education and experience.

I would like to welcome an opportunity to be part of the Human Resource Management Office as an Administrative Aide IV . Thank you so much for your valuable time and consideration, and I look forward to hearing from you soon. You can contact me at 09265986557 or email me at [merlin.lebante@vsu.edu.com](mailto:merlin.lebante@vsu.edu.com) or [merlinlebante08@gmail.com](mailto:merlinlebante08@gmail.com).

Sincerely,

  
**MERLIN R. LEBANTE**