

September 02, 2025

HONEY SOFIA V. COLIS

Director, HRMD
Visayas State University
Baybay City, Leyte

Dear Director Colis:

I am writing to express my sincere interest in the Administrative Aide VI (Clerk III), with item number ADA6-111-2004, in your esteemed office. I am Jonna Mae T. Caube, a fresh graduate of the Bachelor of Arts in English Language Studies, major in English as Discipline, at Visayas State University under the Department of Arts, Languages, and Literature.

Currently, I have earned a Certificate of Honor Graduate Eligibility. In addition, I obtained a Certificate in Voice-over Promotional Video for the Department of Agriculture at Bohol Island State University–Bilar.

My academic background has equipped me with both the technical knowledge and interpersonal skills necessary for the Administrative Aide VI role. While I am proud of my accomplishments, I am eager to further broaden my expertise by contributing to the administrative initiatives of your university. I am passionate about supporting programs that enhance productivity and sustainability, aligning with your office's vision and mission.

Please feel free to contact me at your convenience if you require any additional information regarding my application. I am committed to responding promptly and remain hopeful for the favorable consideration of my application.

Thank you very much for your time and attention.

Respectfully yours,

JONNA MAE T. CAUBE

Applicant

Email: jonnamaetadea@gmail.com

Mobile: 09816335564