

July 3, 2025

HONEY SOFIA V. COLIS

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

Dear Director Honey,

Greetings!

I am writing to formally express my interest in the position of Administrative Aide IV as recently posted by your esteemed office in your job portal. Although I do not yet have professional work experience, I am eager to start my career in public service and believe that my educational background, strong work ethic, and passion for contributing to the education sector make me a suitable candidate for this role.

I am a recent graduate of Bachelor of Science in Management from University of the Philippines Tacloban College. During my academic years, I developed essential administrative and organizational skills which I believe are aligned with the responsibilities of the position. I am proficient in office applications such as Microsoft Word, Excel, and PowerPoint, and I am quick to learn and adapt to new systems and processes.

While I may lack direct work experience, I am confident in my ability to learn quickly, work efficiently, and perform tasks with integrity and dedication. I am highly motivated to serve in the public sector, especially within the Department of Education, where I can support the delivery of quality education and contribute to the success of your programs and services.

I am hoping for the opportunity to discuss how I can contribute to your team and support my application. Thank you very much. I look forward to the possibility of joining your office and contributing to its continued success.

Respectfully yours,


Cathirine Oliver