

Rhea R. Pejoto

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HONEY SOFIA V. COLIS

Director, Human Resource Management Division

Visayas State University

Baybay City, Leyte

Dear Director Colis:

I am writing to formally express my interest in the position of **Administrative Aide VI (Clerk III)** at the **Visayas State University – Main Campus**, as advertised. I am a proud graduate of **Visayas State University**, where I obtained my **Bachelor's degree in Secondary Education major in Science**, and I am also a **Career Service Professional eligible**.

As a VSU alumna, I hold the institution in high regard and would be honored to contribute to its continued excellence through dedicated public service. I am organized, dependable, and committed to upholding professional standards in administrative tasks such as record keeping, file management, and client support.

I believe that my educational background, civil service eligibility, and strong work ethic make me a qualified candidate for this role. I am excited at the possibility of giving back to the university that shaped my academic and personal growth.

Attached are my application documents for your review. I hope to be given the opportunity to discuss how I can be of service to your team at VSU.

Thank you very much for your time and consideration.

Respectfully yours,



Rhea R. Pejoto