

APPLICATION LETTER

March 24, 2025

HONEY SOFIA V. COLIS

Director, HRMD
VSU Baybay City, Leyte

Dear Ma'am Cutas:

Good Day!

I am submitting this letter to express my interest to apply for the position of **Administrative Assistant I (Computer Operator I)** with **Plantilla Item No. ADAS1-88-2023** posted in the Civil Service Commission Job Portal.

I earned a college degree of Bachelor of Science in Information Technology at Eastern Visayas State University – Ormoc City Campus.

I am seeking the opportunity to be a part of your excellence as well as apply and implement my knowledge and skills learned to make a contribution to your organization. I had some practical experiences during my college and my work experience acquainted with a range of skills that would allow me to blend with your institution.

I appreciate your time reviewing my application letter, herewith attached my other documents and requirements for your evaluation and guidance.

Thank you very much.

Sincerely yours,


JOSEPH MARLON O. SANTIAGO
Applicant