

November 5, 2024

HONEY SOFIA V. COLIS

Director

Human Resource Management Office

Visayas State University

Visca, Baybay City, Leyte

Dear Ma'am,

Greetings!

I am writing to apply for the position of Administrative Aide IV, as advertised through the VSU HRIS system. This opportunity immediately caught my interest, as the qualifications listed align well with my skills and experience.

I graduated from Visayas State University in June 2018 and successfully passed the Licensure Examination in Agriculture in November 2019. Currently, I am employed as an Administrative Aide III (Clerk) in the Office of the University Registrar at Visayas State University–Main Campus, where I have honed my administrative and organizational skills. I am confident that my background and capabilities would be a valuable asset to your team in this role.

For your reference, I have attached my Personal Data Sheet.

Thank you very much for considering my application. I look forward to the possibility of contributing to your esteemed organization.

Sincerely,


JOAN R. PATONONA