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January 7, 2025

HONEY SOFIA V. COLISDirector, HRMOVisayas State UniversityBaybay City, Leyte

Dear Ms. Honey Sofia V. Colis,

I am writing to express my intent to apply for the Administrative Aide VI (Clerk III) position at VSU Main (OVPSAS) as advertised. With my background in administration, team coordination, and records management, I am confident in my ability to contribute to your esteemed institution.

I bring over three years of professional experience in roles that required attention to detail, organization, and effective communication. My experience as an HR Admin Supervisor has equipped me with skills in documentation, employee onboarding, and utilizing ICT tools to streamline processes. Additionally, my role as a Team Leader allowed me to develop interpersonal relationship management and critical thinking skills while driving team performance.

I am committed to exemplifying professionalism and integrity in my work, and I am adept at adapting to change and delivering excellent service. I am also knowledgeable in records management, process improvement, and administrative services—all of which align with the competencies required for this position.

Enclosed are the required documents, including my Personal Data Sheet (PDS), certificate of eligibility, and transcript of records, for your reference. I look forward to the opportunity to discuss how my qualifications and experiences align with the needs of your office.

Thank you for considering my application.

Sincerely, Khareen Madjus[khareenmadjus26@gmail.com](mailto:khareenmadjus26@gmail.com)+639064203613