

October 30, 2024

**HONEY SOFIA V. COLIS**

Director, HRMO  
VSU, Baybay City, Leyte

Sir/Ma'am:

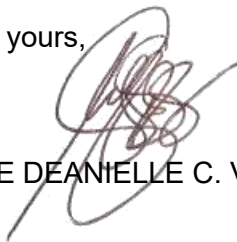
Herewith I send an application letter, resume and credentials.

I am writing to express my interest for Science Research Specialist I position at Visayas State University - Human Resource Management Office. Although my degree is in Bachelor of Science in Medical Biology, I am eager to transition into the administrative field. I graduated with flying colors and am proud to be a first-time passer of the Civil Service Examination and certified as an Honor Graduate Eligible by the Civil Service Commission. I also composed of the following competencies indicated and I can work under pressure— which are essential for an administrative role. I would like to note that while I understand a diploma is required, my school has not yet released it. However, I have successfully completed all necessary requirements for graduation and am confident in my qualifications for this role. I am excited about the opportunity to contribute to such impactful work and to further develop my skills in a professional environment.

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to your office. Please feel free to contact me at your convenience.

Sincerely yours,

MA. KATE DEANIELLE C. VALDEO  
Applicant

A handwritten signature in dark ink, appearing to read 'KATE VALDEO', is written over the printed name and title of the applicant.