

February 7, 2024

**HONEY SOFIA V. COLIS**

Director, Human Resource Management Office  
Visayas State University

Dear Ms. Colis,

Peace and all good.

I am writing to apply for any Administrative position at the Visayas State University.

I graduated with a Bachelor of Elementary Education at the Franciscan College of the Immaculate Conception and also a Vocational Diploma in Nursing Aide at the same institution. I am currently the clerk and the Deputy document and Records Controller (dDRC) of the Administrative Services Office.

I firmly believe that the skills and experiences I have gained make me an ideal candidate for Administrative staff.

Please review my resume for an in-depth view of my work experience and let me know if you need any additional detail.

Thank you for your time and consideration. I hope to hear from you soon.

Sincerely yours,



**ELIZABETH A. ITALIO II**  
Applicant