

October 29, 2024

**JOLINA D. ESPERA**

Brgy. 43-A, Tacloban City, Leyte  
0994-025-4882  
jolinaespera@gmail.com

**HONEY SOFIA V. COLIS**

Director  
Human Resource Management Office  
Visayas State University  
Visca, Baybay City, Leyte

Ma'am;

I am writing to you to express my interest in applying for **Administrative Aide IV (Human Resource Management Aide)** positio. I graduated at Eastern Visayas State University - Tacloban with a degree of Bachelor of Science in Entrepreneurship. I believe that this degree has prepared me to any position that I'll fit in.

I have strong knowledge of various principles backed by experience I have gained in the last few years doing various jobs in and outside the administrative field. I'm currently rendering my few days as School Registrar at ABE International College and Business Economics-Tacloban Branch handling the ABE Enrolment System which includes inputting and validation of grades, processing the Transcript of Records of the students, CHED reports and a few more office-related tasks. Before becoming the School Registrar I have been the School Cashier for more than a year at ABE-ICBE. In addition, I also have experiences as telemarketer and Sales Representative and as Data Encoder during my work emmersion.

I am certain that my experience and skills as an Administrative Assistant/Clerk for over 6 years would make me a great candidate and would fit for this position as well as a great asset to your administration. Attached herewith are the following requirements for your reference:

- Notarized Personal Data Sheet
- Worksheet Experience Sheet
- Certificate of Eligibility
- Certificate Performance Rating
- Transcript of Records
- Certificate of Trainings
- Certificate of Employment

Please give me a call at the number above or send me an email to schedule an interview at your convenience. I appreciate your consideration and look forward to hearing from you.

Sincerely,

  
**JOLINA D. ESPERA**  
Applicant