

June 06, 2023

**HONEY SOFIA V. COLIS**

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

Dear Ms. Honey Sofia V. Colis,

Good day!

This letter is a response to your Administrative Aide IV vacancy which appeared on the VSU Jobs link.

I am **Maribel L. Caballero** applying for **Administrative Aide IV** position or any position that qualifies my skill in your department. I am enclosing my resume for your reference.

I am very much eager to do my job and not to waste this opportunity. My personal qualities revealed teamwork, hardworking, and passion to do tasks. I look forward to the opportunity of meeting with you and discussing my suitability for the position further. I am available for an interview at your convenience. I can be reached anytime at 09465293071.

Thank you for the time and consideration. Again, I look forward to speak with you about this employment opportunity.

Sincerely yours,

  
**MARIBEL L. CABALLERO**