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November 5, 2024

Honey Sofia V. Colis
Director, HRMO
Visayas State University
Baybay City, Leyte

Dear Ms. Colis,

I am writing to express my interest in the position of **Administrative Aide III (Clerk I)** as advertised by Visayas State University. With a background in education and a strong commitment to delivering excellent service, I believe I would be a valuable addition to your team.

I hold a Bachelor's degree in Elementary Education from Visayas State University, where I built a solid foundation in communication and organizational skills. Although my professional experience has primarily been in education, I have developed competencies that align well with the requirements of this position, including exemplifying integrity and professionalism, delivering service excellence, and managing effective interpersonal relationships.

I am particularly drawn to this role as it would allow me to utilize my skills in a supportive administrative capacity while contributing to the mission of VSU. I am adept at using information and communication technology (ICT) and possess a keen attention to detail, both of which are essential for effective documents and records management.

Enclosed with this letter are my **Personal Data Sheet, Board Exam Rating, and Transcript of Records** for your review. I am eager to bring my dedication and passion for service to VSU and am excited about the opportunity to support the institution in this role.

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to the Visayas State University community.

Sincerely,

Sheena V. Mañago