

EARL JAPHETH I. TIUSEN

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HONEY SOFIA V. COLIS

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

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Application for the position of **ADMINISTRATIVE AIDE IV (Clerk II)**

Dear Ma'am/Sir,

I am writing to express my interest in joining your esteemed organization. I graduated with a Bachelor of Secondary Education degree major in General Science and I am eager to bring my skills and passion for learning to your team. My educational background, combined with my professional experience as a president in a university organization, has uniquely prepared me to contribute effectively and efficiently within any dynamic environment.

As experienced to handle a school organization, I refined several important skills that I believe are transferable and valuable in any setting. First, my ability to work collaboratively with diverse teams was crucial in enhancing team performance. I have consistently demonstrated strong teamwork skills by fostering a supportive environment, actively seeking input from other member of the organization, and contributing to collective goals.

Secondly, I honed my time-management skills to efficiently handle multiple priorities and meet deadlines. In an administrative works, it is essential to meet the clients' needs. My experience as an organization president taught me how to organize tasks effectively and manage my time to ensure all objectives were met to a high standard.

Lastly, my baccalaureate degree in Education trains us to handle and use effectively the different digital productivity tools and the Microsoft office application is one of the highlights that gives me the advantage to a high proficiency in Microsoft word, Power Point, publisher and excel.

In addition to these skills, I bring a strong commitment to personal and professional growth. I am enthusiastic about the prospect of leveraging my background in science education and my skills to further my career in an innovative and collaborative environment.

Thank you for considering my application. I am looking forward to the opportunity to discuss how my experiences and skills align with the goals of your team.

Sincerely,


EARL JAPHETH I. TIUSEN
Applicant