

August 02, 2025

HONEY SOFIA V. COLIS
Director, HRMD
VSU, Baybay City, Leyte

Dear Ma'am,

Warm greetings!

I am writing to formally express my interest in the vacant position of Administrative Aide VI (Clerk III), Plantilla Item No. ADA6- 84-2004, at Visayas State University.

As a proud graduate of Visayas State University – Villaba, with a Bachelor of Secondary Education, Major in English, and a licensed professional teacher since passing the Licensure Examination for Teachers in March 2023, I am eager to contribute to the university that shaped my academic and professional journey.

With over six years of experience in administrative and customer service roles, I bring a strong foundation in professional communication, task management, and problem-solving—skills that align well with the responsibilities of the Administrative Aide VI position. My background in the BPO industry has equipped me with the ability to manage sensitive documentation and resolve complex concerns. These experiences have strengthened my capacity to work efficiently under pressure, maintain confidentiality, and uphold institutional standards.

I am deeply committed to supporting the mission of Visayas State University and am enthusiastic about the opportunity to contribute to its administrative operations with professionalism and dedication. I believe my blend of educational background, licensure, and hands-on experience makes me a strong candidate for this role.

Thank you for considering my application. I look forward to the possibility of joining your esteemed institution.

Respectfully yours,


Junalyn Gonato
Applicant