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June 23, 2000

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

Dear Director Colis,

Good day!

I am respectfully applying for the position of Administrative Aide VI (Clerk III) at Visayas State University – Main Campus. I am a graduate of Bachelor of Science in Tourism Management and a holder of Career Service Professional Eligibility, which qualifies me for permanent first-level government positions.

Although my educational background is not directly related to clerical functions, I am highly motivated and committed to learning and performing the responsibilities required of the position. I have a keen attention to detail, strong organizational and communication skills, and a sincere desire to contribute to the efficient operations of your office.

I may not have prior work experience, but I am a fast learner and a dedicated individual willing to undergo necessary training and take on new challenges. I am also open to relocation if required for the position.

Thank you for considering my application. I hope to be given the opportunity to serve at Visayas State University and to grow both personally and professionally in a supportive and productive environment.

Respectfully yours,

  
Adam Vincent P. Costelo

