

**CHELSEA DIMPLES A. TIOPEs**

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April 12, 2023

HONEY SOFIA V. COLIS  
OIC Director, ODHRM  
VSU, Baybay City, Leyte

Dear Ms. Honey Colis,

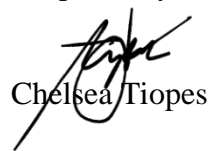
I am writing to express my interest in the Administrative Aide III (Clerk I) position at the Office of the Director for Human Resource Management of VSU Main Campus. I came across the job posting from the Civil Service Commission website.

For a number of reasons, I believe that I am an ideal fit for the position. First, I have reliable clerical and administrative skills from holding several leadership positions in university organizations. Second, I have an extensive understanding of organizational behavior, organizational psychology, and human resource management from my Bachelor's degree. Lastly, I am a highly motivated person who can multitask, learns fast, is highly collaborative, and is digitally literate.

I am intent on starting my work-life journey at your office. I would love the opportunity to apply my knowledge and experiences and enrich my practical skills within the education sector.

Enclosed are copies of my application requirements for your consideration. I am looking forward to your response. Please feel free to contact me on weekdays from around 9:00 am to 5:00 pm as I am best reached at these hours.

Respectfully,

  
Chelsea Tiopes