

January 03, 2025

**HONEY SOFIA V. COLIS**

Director, HRMO  
VSU Baybay, City, Leyte  
Jobs.vsu.edu.ph

Dear Ms. Colis,

Good day!

I am Rene Arpon. I'm writing to submit my application for the position of Administrative Aide VI (Clerk III) in your good institution – Visayas State University (VSU). Based on the job description, I believe that I possessed the skills and qualification for the job as supported by my strong academic background and relevant experiences.

I'm now 57 years old, married with six children. I graduated college in 2023 at VSU – Villaba with degree, Bachelor of Elementary Education (BEED) major in General Education and recently passed the Licensure Examination for Teachers (LET) in September, 2024. I was a college honoree, endeavor awardee and a consistent academic grantee during my stay in college. In September 2009, I applied for civil service eligibility after I completed my term as Barangay Treasurer 1997-2002 and was granted first level eligibility October of the same year. Numerous times, I have been appointed as Barangay Treasurer and or Barangay Secretary in Brgy. San Francisco, Villaba, Leyte. Overall, I gained 13 years of experience until my last appointment ended in 2023. Despite the financial hardship and physical handicap, I was all determined to successfully finish my education despite my age and now provide for the needs of my family.

I believe that my relevant experiences and professional qualification enables me to become a reliable candidate for the position. Additionally, having possessed professionally-acquired skills; time management & problem-solving gave me an edge for the Administrative Aide VI position I'm applying for.

I'm hoping for a consideration from your good office ma'am. For any questions/clarification, you can reach out to me through my cellphone number: 09659441630 or my email address: [renearpon316@gmail.com](mailto:renearpon316@gmail.com). Thank you so much and God Bless!

Sincerely,

  
Rene D. Arpon