

May 02, 2024

HONEY SOFIA V. COLIS
Director, HRMO
VSU, Baybay City, Leyte
jobs.vsu.edu.ph

Dear Ma'am COLIS,

I am writing to express my keen interest in the Administrative Aide III position at Visayas State University - Main Campus, as advertised. With a Bachelor of Science degree in Entrepreneurship, complemented by 24 units in Professional Education, and holding licenses as a Professional Teacher and a certified TESDA trainer, I believe I possess the qualifications and experience necessary to excel in this role.

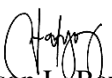
Throughout my career, I have developed a comprehensive skill set in administrative operations, including staff management, curriculum development, budgeting, and compliance with regulatory standards. My experience has afforded me a deep understanding of the importance of meticulous record keeping, efficient scheduling, and effective communication, all of which are essential for success in the Administrative Aide III position.

I'm really interested in this opportunity at Visayas State University because the institution is all about academic excellence and providing top-notch education. I am eager to contribute my skills and expertise to support the mission and objectives of your organization while furthering my professional growth.

Please feel free to contact me at my mobile number: 0935-630-3063 / 0992-596-8360 or via email at edisonbayo6@gmail.com.

I've enclosed my PDS, eligibility, certificates of trainings, and TOR, which offer more insights into my qualifications and accomplishments. Thank you for considering my application, and I'm excited about the possibility of contributing to the ongoing success of Visayas State University - Main Campus.

Respectfully yours,


Edison L. Bayo, LPT