

April 8, 2021

MS. HONEY SOFIA V. COLIS

OIC-Director

Office of the Director for Human Resource Management

Visayas State University

ViSCA, Baybay City, Leyte

Dear **Ms. Colis:**

Good day!

I am writing you this letter as a response to the post I saw from the Visayas State University's official Facebook page that the university is hiring for the position of Administrative Aide III (Clerk I) which I intent to apply for.

I am Shaira B. Manapsal, a graduate of Bachelor of Science in Biotechnology major in Plant Biotechnology in the Visayas State University last June 2019 and currently taking up my Master's degree in Plant Pathology in the same university. I am currently the Consortium Secretariat of the Visayas-Mindanao Consortium of Journal Publication, Inc. (VMCJPI) and a former Part-time Instructor at Southern Leyte State University-Main Campus handling Environmental Science.

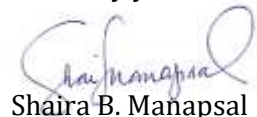
I have a lot of experiences when it comes to office works from my nature of work which is the Consortium Secretariat of the VMCJPI. I have advanced knowledge when it comes to MS Word, MS Excel, MS PowerPoint etc. Since I have been working in a university, I have quite a knowledge on how the university works on an administrative level – from preparing minutes and communications, preparing necessary documents for accreditations and ISO levelling etc. I work beyond office hours if needed and can work individually or as a team. I am willing to be trained, and gain new knowledge and experiences.

Visayas State University is the premier university of science and technology in the Visayas and it aims to provide excellent instruction, conduct relevant research and foster community engagement that produce highly competent graduates necessary for the development of the country. This university has cultivated me into a competitive individual and opened door for opportunities. Giving back to what my alma mater has given me to nourish myself is a great opportunity and experience.

Should you have any further information, you can e-mail me on my e-mail account manapsalshaira@gmail.com or message me on my phone number **09754989970**.

Thank you so much for your time. Keep safe.

Sincerely yours,



Shaira B. Manapsal