

KEIRTH PATRICK B. PAPISTOL

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MS. HONEY SOFIA V. COLIS

Director, Human Resource Management Division
Visayas State University
Baybay City, Leyte
Website: jobs.vsu.edu.ph

Dear Director Colis,

I am writing to express my sincere interest in the position of **Administrative Assistant II (Clerk IV)** with **Plantilla Item No.: ADAS2-45-2004**, as posted on your official website.

I am a graduate of Bachelor of Arts in Communication, and I am confident that my educational background and administrative skills qualify me for the said position. I have experience in clerical and office support tasks such as records management, document preparation, filing, and data encoding. I am also proficient in Microsoft Office applications and have a keen eye for detail.

As someone who values accuracy, efficiency, and teamwork, I believe I can contribute positively to the day-to-day operations of your office. I am eager to be part of Visayas State University—a reputable institution known for excellence in education and service.

Attached to this letter are my Personal Data Sheet (PDS), transcript of records, certificates, and other supporting documents for your review. I would be grateful for the opportunity to discuss how I can be of service to your team.

Thank you very much for considering my application.

Respectfully yours,



KEIRTH PATRICK B. PAPISTOL