

April 04, 2025

Ms. Honey Sofia V. Colis

Director

HRMD Office

Visayas State University

Visca, Baybay City, Leyte

Dear Ms. Colis;

I am writing to express my interest in applying for the vacant Administrative Aide III casual position in the Human Resource Management Development (HRMD) of VSU Baybay. With my background in administration and keen attention to detail, I am eager to contribute my skills and experience to your esteemed office.

I hold a Bachelor's degree in Secondary Education majoring in Filipino, and a Licensed Professional Teacher. I have gained valuable experience as a Data Encoder and a Clerk for almost three (3) years working at VSU. My work has allowed me to develop strong organizational skills, and effective communication abilities. Additionally, I am highly computer literate, enabling me to efficiently handle documentation, record-keeping, and other HR-related administrative tasks.

Given my experience and skills, I am confident that I can perform the responsibilities of an Administrative Aide III effectively. I am eager to bring my dedication and commitment to excellence to your team and assist in ensuring smooth and efficient HR operations.

I have attached my resume and other necessary documents for your review. I would welcome the opportunity to discuss my qualifications further in an interview at your convenience. Thank you for considering my application. I look forward to your positive response.

Sincerely,



Nicky V. Ababat, LPT

Applicant

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