

October 18, 2024

HONEY SOFIA V. COLIS

Director, HRMO

VSU, Baybay City, Leyte

Dear Ma'am Colis,

I am writing to express my strong interest in the **Administrative Aide IV (Human Resource Management Aide)** position at the **VSU MAIN (HRMO)**. As a recent graduate with a Bachelor's degree in Statistics, I am eager to start my career in this role.

During my academic journey, I developed strong analytical background and a passion for organizational efficiency, which I believe aligns well with the needs of your HR department. My academic training has equipped me with skills in data analysis, problem-solving, and attention to detail, all of which are crucial in managing HR processes such as employee data management, payroll, and recruitment metrics.

Moreover, my experience in handling administrative tasks during internships has developed my communication and teamwork skills, making me confident in my ability to support the university's HR operations. I am excited about the opportunity to contribute to the continued success of VSU Main and I am eager to further develop my skills in a professional setting.

Thank you for considering my application. I am available for an interview at your earliest convenience and can be reached at 09664925052 or jurichqb@gmail.com.

Sincerely,
Jurich Ashley Q. Baldicantos
Applicant

