

July 08, 2022

**HONEY SOFIA V. COLIS**  
**OIC DIRECTOR, ODHRM**  
VSU, Baybay City, Leyte  
Greetings,

I am writing to express my desire to apply for the position of **ATTORNEY IV** for the Visayas State University, Baybay City, Leyte.

I have a strong interest to be a part of a University that accommodates the need of its students, protect the rights of its educators, and is dynamic to vehement academic modifications that fit the strengths of this prestigious institution.

Regarding my work experience, I was a working student while I was in law school for some time and I recently took the 2022 Bar Examinations and passed said examination. My job experiences as a legal secretary/paralegal involve the management of the caseload of my immediate supervisor. I organized legal requirements that demand prompt compliance and assist in the handling of cases from various clients before, during, and subsequent progress of the cases, such as but not limited to criminal, administrative, civil, and labor disputes. My experience as a legal secretary enables me to handle, prepare, research, and draft pleadings with minimal supervision.

I strongly hope that you grant me the opportunity to be part of your prestigious institutions that caters to the need for academic excellence.

Respectfully yours,

**ATTY. JAMES P. ARIAS, J.D.**  
Applicant