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February 17, 2025

HONEY SOFIA V. COLIS
Director, HRMD
VSU, Baybay City, Leyte

Dear Director Colis,

Greetings!

I am writing to express my interest in applying for the position of **Administrative Aide VI (Clerk III)** at **Visayas State University Main Campus**, with item number **ADA6-114-2023**, as published on February 11, 2025. As a **Civil Service Exam (CSE) passer**, I am eager to contribute my administrative and clerical skills to your esteemed institution.

With my experience as a **Documentor with CBFM**, **Project Support Assistant with the Enhanced National Greening Program**, **Forest Protection Officer with EMS at CENRO Dolores**, and **Data Management Officer at CENRO Borongan**, I have developed strong skills in **records management, document processing, office coordination, and data organization**. I am proficient in handling administrative tasks efficiently while ensuring accuracy and confidentiality.

I am highly motivated to support the university's daily operations and ensure seamless administrative functions. My keen attention to detail, ability to multitask, and commitment to continuous learning make me a strong candidate for this role.

I welcome the opportunity to discuss how I can be an asset to your team. Thank you for your time and consideration—I look forward to hearing from you soon.

Respectfully,


STEPHANIE MAE CASPE