

May 16, 2025

SHAINA MAE D. ORIT
Dongon, Maasin City, Southern Leyte,
Philippines, 6600

HONEY SOFIA V. COLIS
Director, HRMD
VSU, Baybay City, Leyte
jobs.vsu.edu.ph

Dear Ms. Colis:

I would like to apply for the position of Administrative Aide III (Clerk I) at Visayas State University (VSU). As I was searching for job available within region VIII, I found this page on Facebook named Eastern Visayas Vacancies Daily and with an open position, I immediately tried my shot to apply for this role.

With the privilege of having passed the CSE professional level, I qualified as someone who is fit for the job. Other than being a CSE passer, I may not have an experience relevant to this role but, I'm confident that my one (1) year experience as Inventory Verifier at Gaisano Grand Mall Maasin will come in handy when it comes to the reports and finance section.

I'm willing to undergo more training if it means that I will have to learn from the bottom. I do have the qualities, passion, and motivation to succeed in my career and personal life and I hope that this chance will be given to me. I really have the interest in working in this agency and if given the opportunity, I am more than willing to have an interview with you at any given time and date to discuss further my personal background, skills, and interest that could be helpful.

Thank you and I hope to be hearing from you very soon.

Sincerely,

SHAINA MAE D. ORIT