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**HONEY SOFIA V. COLIS**

Director  
Office of the Director for Human Resource Management  
Visayas State University  
Visca, Baybay City, Leyte

Dear Madam,

I am writing to submit my application for the open position of Administrative aide III position posted in the VSU HRIS website. I am a graduate of Bachelor of Science in Agribusiness in Visayas State University last 2019 and am currently working at the Office of the University Registrar for 2 and a half years now. I am a licensed agriculturist as I passed the Agriculturist Licensure examination held last November 5, 6 and 7, 2019. This means that I met the minimum qualifications that the vacant position requires. Although, I am not practicing my profession since I got hired at the registrar's office the year after I passed the Licensure exam. I am very much interested to work in other fields even not in line with my profession.

I don't have other work experience apart from the job I have now, but I'd like to work on whatever job that will be assigned to me if given the chance. I am an extremely motivated and enthusiastic person. I do enjoy challenges and eager to learn new things as quickly as possible. I know how to work well with others, and I work hard in every task assigned to me. It would be of great honor to utilize my skills and work for the vacant job position if given the opportunity.

Thank you for any consideration that you may give to this letter of application. I am willing to have an interview and my contact details are indicated above for your convenience.

Sincerely,

  
Marian G. Sacro