

August 9, 2024

**HONEY SOFIA V. COLIS**

Director, HRMO  
VSU, Baybay City, Leyte  
jobs.vsu.edu.ph

Ma'am,

Greetings of peace and good health to you!

May I have the honor to apply for **Administrative Officer II (Human Resource Management Officer I)** at Visayas State University (VSU Main). I am a graduate of Bachelor of Science in Secondary Education major in Biological Science at Eastern Visayas State University last June 2019 as Magna Cum Laude. I passed the Licensure Examination for Teacher last October 2022 and earned 27 units in Master of Arts in Education – Science at Asian Development Foundation College.

As mentioned on my resume, I offer you years of work experience that have shaped my personal attitude and professional capabilities as well as offered me an opportunity to grow and learn. I worked at San Isidro Labrador Multipurpose Cooperative (SIL-MPC) as Administrative Assistant (Accounting Staff) for almost a year. Additionally, I worked as an Administrative Aide IV (HRM Aide I) for the City Government of Ormoc, where I was responsible for a number of tasks including the GSIS web-based members records creation and updating, leave application, preparation of certificate of employment, letter requests for various trainings and seminars and processing of payroll among others. Through these experiences, I became a person who developed sense of duty, loyalty, devotion, and work precision as a result of these experiences. In each of my previous jobs, I have performed my assignments and tasks with high degree of skill, professionalism and dedication.

My current objective is to obtain a position that will completely utilize my skills and provide a chance for further professional development. I believe in excellence and have always dedicated myself, my talents and my creative abilities to assure the successful accomplishment of any goals. My positive attitude, willingness to learn makes me a valuable asset in our office.

I am looking forward to hearing from you in the near future. You can reach me through my contact numbers +63 (910) 800 2930, +63 (966) 590 5719 or thru my email [fatecuicocrislhy15@gmail.com](mailto:fatecuicocrislhy15@gmail.com).

Thank you so much and May the Almighty God bless you a hundred folds!

Respectfully yours,

  
**CRISLHY C. ORAYLE**  
Applicant