

HONEY FE L. DE VEYRA  
Mabini St., Brgy. Eastern, Hilongos, Leyte  
[hanifedeveyra19@gmail.com](mailto:hanifedeveyra19@gmail.com)  
09159658140

October 08, 2025

HUMAN RESOURCE DEPARTMENT  
Visayas State University  
Faculty of Humanities and Social Sciences

Subject: Application Letter for Administrative Aide III

Sir/Madame:

Good day!

I am writing to express my sincere interest in the Administrative Aide III position at Faculty of Humanities and Social Sciences – Visayas State University as advertised. I believe that my skills, dedication, and eagerness to serve make me a suitable candidate for this role.

I possess strong organizational and clerical abilities, including record-keeping, documentation, and basic office management. I am also proficient in using computer applications such as Microsoft Office, which allows me to perform administrative tasks efficiently. I take pride in being reliable, detail-oriented, and willing to learn new processes that will help improve office productivity.

I am confident that I can contribute to the smooth operations of your office while upholding professionalism and integrity in public service. I would greatly appreciate the opportunity to discuss how my qualifications can benefit your team.

Thank you for considering my application. I look forward to your positive response.

Respectfully yours,  
Honey Fe L. de Veyra