

June 20, 2025

HONEY SOFIA V. COLIS

Director
Human Resource Management and Development
Visayas State University
Visca, Baybay City, Leyte

Dear Ma'am:

I am excited to express my deep interest in the open Administrative Aide VI position in your office. I am an alumna of this university, Visayas State University, and graduated on June 22, 2020, with a Bachelor of Secondary Education Major in Filipino. I took the Licensure Examination for Teachers on October 2, 2022, in Tacloban City and passed the exam with an average of 89.60%.

I had been working as a barangay treasurer for three years when I decided to quit to continue my studies in college. Currently, I am one of the course evaluators at the office of the University Registrar, and I possess the necessary qualifications to make a positive impression in this position, as well as an extensive background of success in this field. At the same time, I was appointed as assistant adviser of one of the cottages in our university which enhanced my management and leadership skills.

I believe that my combination of experience, skills and a positive attitude makes me an ideal candidate to fill this position. I look forward to speaking more with you about my candidacy. Please feel free to contact me at any time.

Sincerely,


Dalia T. Antig