

Zone 5, Brgy. Guadalupe
Baybay City, Leyte
June 19, 2025

DR. IVY PROSE G. YEPES

University President
Visayas State University
Baybay City, Leyte

Thru:

HONEY SOFIA V. COLIS

Director, HRMD
VSU, Baybay City, Leyte

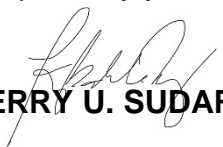
Dear Dr. Yepes:

I am writing to express my interest in applying as Admin Aide VI (Clerk III) in the HRM Department. In my almost 4 years of experience as Customer Associate (Supervising Teller) in Landbank of the Philippines, I have acquired skills that can contribute to your institution. Key skills I have to bring in this role include: a keen eye for detail, strong analytical skills enabling me to identify discrepancies and implement corrective measures promptly; demonstrate expertise in maintaining compliance and company policies. Moreover, I am adept at adapting to dynamic work environments and thrive under pressure.

I am excited about the prospect of bringing my expertise to your team and contributing to your continued success.

Enclosed are my Personal Data Sheet (PDS) and Transcript of Records (TOR) that provide further details about my professional background. I would welcome the opportunity to discuss how my skills align with the needs of your organization. I am looking forward to the possibility of contributing to the success of VSU.

Respectfully yours,


KERRY U. SUDARIA