

Brgy. Gaas
Baybay, City Leyte
6521 Philippines

HONEY SOFIA V. COLIS
Director, HRMD
Visayas State University
Visca, Baybay City Leyte

Dear Ma'am,

Good day!

I am writing to formally express my interest in applying for the position of Admin Aide III (Clerk I) casual to your office.

With my experience as a RSPPRO clerk in HRMD in this institution, I am eager to contribute my knowledge, skills, and dedication to your office. This role presents an excellent opportunity for me to expand my experience while also sharing the expertise I have gained.

I consider myself to have a strong work ethic, creativity, and assertiveness. I am comfortable working independently, but also thrive on collaborative environments. Additionally, I am proficient on both Filipino and English, both spoken and written. I approach all task with positive mind set, creative problem-solving and a thoughtful academic approach.

Given the limitations of this written communication, I would welcome the opportunity to discuss my qualifications in greater detail during a persona or online interview.

Thank you for considering my application. I look forward to the possibility of contributing to your team.

Sincerely yours,


FAUSTINO SAM A. DACLAG III