

Karmel M. Benitez

Baybay City, Leyte

Baybay City, Leyte, 6521

karmelbenitez64@gmail.com (09102465943)

September 01, 2025

HONEY SOFIA V. COLIS

Director, HRMD

Visayas State University

Baybay City, Leyte

Dear Ma'am Colis,

Good day!

I am writing to formally express my interest in the position of **Administrative Aide III (Utility Worker II)** at the Philippine Rootcrops Research and Training Center, VSU Main Campus, as posted on the VSU job portal.

I believe that my skills, work ethic, and commitment to service make me a suitable candidate for this role. I am confident that I can contribute to the efficient and smooth operations of your office through diligence, adaptability, and responsibility in fulfilling assigned tasks. I am also willing to undergo training to further enhance my abilities and align them with the needs of the unit.

Enclosed with this letter are my resume, Transcript of Records, and diploma for your review and consideration. I would be grateful for the opportunity to discuss how my qualifications match the requirements of the position.

Thank you very much for considering my application. I look forward to the possibility of working with your office and contributing to the mission of VSU.

Respectfully yours,

Karmel M. Benitez

Applicant