

Shekena Urate Labrador
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July 20, 2025

HONEY SOFIA V. COLIS
Director, HRMD
VSU, Baybay City, Leyte

Subject: Application for Administrative Aide IV (Clerk II) VSU MAIN with Item Number ADA4-132-2004

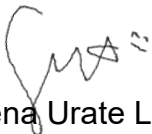
Dear Ms. Colis:

I am writing to express my interest in the Administrative Assistant position in your office. With a background in office support, strong organizational skills, and proficiency in computer applications, I am confident in my ability to contribute to the efficiency of your team.

I am highly motivated, detail-oriented, and eager to provide reliable administrative support. I am also committed to continuous learning and dedicated to maintaining professionalism in the workplace.

I would be honored to further discuss how I can be of service to your office. Thank you for considering my application.

Respectfully,



Shekena Urate Labrador