

August 14, 2024

HONEY SOFIA V. COLIS

Director, HRMO

VISAYAS STATE UNIVERSITY

VSU, Baybay City, Leyte

Dear **Dir. Colis**:

I hope this letter finds you well. I am writing to express my interest in the job opening at the **Visayas State University Main – HRMO**. It was shared to the public that the University is currently accepting applicants for the position of **Administrative Officer II (Human Resource Management Officer I)**, Plantilla Item No. ADOF2-30-2004, Salary Grade 11. With a degree in Bachelor of Science in Business Administration and having passed the Civil Service Examination at both the Sub-Professional and Professional levels, I believe I meet the necessary qualifications for the role.

Throughout my career, I have gained skills that can help in completing any task and overcoming any situation. As an Intern, I developed a foundation in various administrative tasks and coordination activities. My role as a Contact Centre Associate honed my customer service and communication skills. And working as an Admin Assistant has allowed me to develop strong organizational skills and proficiency in various software and tools.

It would be an honor to serve under the University and the public. As contributing to improving their lives also improves mine. Enclosed are the required documents for your review. Should you require any further information or clarification, please do not hesitate to contact me.

Thank you for your time and kind consideration. God Bless and keep safe.

Respectfully,



DAVID CHRISTIAN C. VERBA

Applicant