

June 30, 2025

HONEY SOFIA V. COLIS

Director, Human Resource Management Division
Visayas State University
Baybay City, Leyte
jobs.vsu.edu.ph

Dear Director Colis,

I am writing to express my interest in the position of **Administrative Aide IV (Clerk II)**, with **Job Code: RXLCQB**, which I found listed on the CSC Job Portal. I am a graduate of Bachelor of Science in Economics from Eastern Visayas State University and hold Career Service Professional Eligibility.

Through my internship at the Department of the Interior and Local Government Region VIII, I gained valuable experience in records management, clerical support, and public service. My prior employment as a service crew member has also trained me to work under pressure, communicate effectively, and uphold accuracy and professionalism in dealing with clients. I am also proficient in office applications and have a foundational background in graphic design and content development—skills aligned with the preferred qualifications for this role.

I am highly motivated to contribute to the university's commitment to service excellence, integrity, and operational efficiency. I believe that my background, combined with a sincere interest in public service, makes me a strong candidate for this position.

Thank you very much for considering my application. I look forward to the opportunity to support the university's goals and serve with dedication.

Respectfully yours,

Mark Laurence F. Cuesta

Brgy. 106 Sto. Niño, Tacloban City, Leyte 6500

marklaurencecuesta2000@gmail.com

0955-872-7954