

Ma. Ceane Jane N. Zamora
Mabolo St., Brgy. San Roque
Isabel, Leyte 6539

August 23, 2024

Director Honey Sofia V. Colis
Director, HRMO
Visayas State University Main Campus
Baybay City, Leyte 6521-A, Philippines

Dear Ma'am Colis,

Good day, Ma'am! My name is Ma. Ceane Jane Zamora, and I am writing this letter to express my interest in applying for the position of **Administrative Aide IV (Clerk II) (Job Code: WPZVXI)** for **Visayas State University Main Campus**. I was informed of this job opening through the VSU HRIS portal and I took the opportunity to apply. I am a Bachelor of Arts in Psychology graduate from the University of the Philippines Tacloban College, where I finished my degree last July 25, 2023. After graduation, I worked as a project-based office clerk at the Refinery & DORE Mechanical Maintenance area of PASAR (Philippine Associated Smelting and Refining Corporation). I worked there via a contractor agency, PASAR Employees' Multi-purpose Cooperative, for almost 5 months or the entire duration of our contract.

During my time working there, I gained valuable skills, both soft and technical skills, such as collaboration with both internal and external stakeholders, event planning and organization, document preparation, processing, and safekeeping, administrative support, contractor management, and experience in using business and technology assistance applications. I may have no experience in the academe, but my work experience shows that I am always willing to grow through continued learning, resourcefulness, and flexibility. I hope to be able to contribute productively to the success of your institution.

My resume and other requirements are attached to this letter for your reference. I am willing to provide professional references if requested. I am really grateful for this opportunity to apply for a position in your institution. Thank you for taking the time to read and consider my application. I look forward to hearing a favorable response from you soon.

Thank you and have a nice day!

Sincerely,

Ma. Ceane Jane N. Zamora

