

May 22, 2025

HONEY SOFIA V. COLIS

Director, HRMD

VSU, Baybay City, Leyte

Greetings!

With a reference to a post in Civil Service Commission Job Portal, this is to forward my application as **ADMINISTRATIVE AIDE III (CLERK I) with Plantilla Item No. ADA3-218-2004 (SG 3) at VSU MAIN (CASH).**

I am a graduate of Bachelor of Science in Business Administration Major in Financial Management at Saint Joseph College Maasin City, Southern Leyte. I previously work in Lamac Multi-Purpose Cooperative, Sogod Branch as a Teller and in Puregold Price Club Incorporated-Bato Leyte Branch as Check-out Team Leader. I am eager to be part of an excellent agency like yours. Joining your institution would give me a chance to develop useful skills that will help in pursuing my long-term career goals. I believe I have the necessary skills and abilities for this job. I am organized, resourceful, honest, can work with a team, and a fast learner. I am willing to go through trainings in order to perform my job effectively and efficiently. I am confident enough that I can contribute to the best of my ability to the agency's good name.

I look forward hearing from you. Rest assures of my highest competence and dedication to this noble task. Thank you.

Yours truly,


Angeline J. Tallo