

July 9, 2024

Ms. HONEY SOFIA V. COLIS

Head, HRMO

Visayas State University

Dear Ms. Colis,

I am writing to express my keen interest in applying for the position of Administrative Assistant, as advertised on the VSU website (jobs.vs.edu.ph) and the Civil Service website. I am currently employed as a Science Research Assistant at the Visayas State University, Research Office.

While I do not have direct experience in bookbinding, I bring a strong foundation of skills and attributes that align with the role's requirements. I have developed exceptional manual dexterity through crafting and detailed work. This hands-on experience has honed my ability to handle delicate materials and maintain a high level of precision, which are crucial skills in bookbinding.

I am a quick learner with a dedicated work ethic and a meticulous approach to tasks. I am confident in my ability to quickly grasp the techniques and processes involved in bookbinding through training and hands-on experience. I am highly organized and detail-oriented, traits that are essential for ensuring the quality and integrity of the finished product.

I've attached my resume, which gives a detailed account of my accomplishments and professional background. Please feel free to contact me if you require any additional information or background.

I hope to hear from you soon.

Sincerely yours,



Rex D. Besavilla