

May 20, 2022

HONEY SOFIA V. COLIS  
OIC Director, ODHRM  
Visayas State University  
Baybay City, Leyte

Ma'am:

Good day!

I am taking this opportunity to apply for any Administrative position relevant to my degree and experience at the Visayas State University.


I graduated from the Visayas State University-Main Campus with a Bachelor of Science in Agribusiness. After I graduated, I passed the VSU clerical exam and was assigned to the Department of Teacher Education as an Administrative Aide in June 2017. Last August 2019, I passed the Civil Service Exam (Professional). I am designated as the Deputy Document and Records Controller (dDRC) of the Department of Teacher Education from 2019 until December 2021. Moreover, I have developed good communication skills with other people, especially with my colleagues and superiors.

The combination of my strong background, education, skills, and relevant experience uniquely qualifies me for this position you are hiring. I am willing to learn new skills to fulfill the duties required to perform the task at hand.

Please see my PDS for additional information, and I have also included my three references. You can reach me anytime via my cell phone number, 09261803880, or via email, [orias.julieann@gmail.com](mailto:orias.julieann@gmail.com). Hoping for your positive response.

Thank you for your time and consideration.

Sincerely yours,

  
JULIE ANN ORIAS  
Applicant