

**HONEY SOFIA V. COLIS**

Director, ODHRM  
Visayas State University  
Visca, Baybay City, Leyte

August 5, 2022

Dear Ms. Colis:

Having heard the prestige and progress of your University, I am writing to apply as Administrative Aide VI position in the office of the Head of Records and Archives. I am confident that my skills and experience in my studies could make a great contribution in your company.

If given the chance to be employed, I humbly introduce myself through my resume. I can work with less or no supervision and willing to undergo extra work if instructed.

I look forward to speaking with you about this employment opportunity where I can be contacted anytime for an interview at your convenience. Thank you for your time and consideration.

Respectfully yours,

**DAISY E. PANTORILLA**

Applicant  
+63 967 352 1852  
ajmariodaisy@gmail.com