

14 April 2023

HONEY SOFIA V. COLIS

Director

Office of the Director for Human Resource Management

Visayas State University

Visca, Baybay City, Leyte

Re: APPLICATION FOR THE VACANT ADMINISTRATIVE AIDE III (CLERK I)

Dear Dir. Colis:

I would like to express my interest in an **Administrative Aide III (Clerk I) position** under the **Office of the Director for Human Resource Management** at **Visayas State University**. I think I would make a useful contribution to the organization and have the essential skills and abilities you are looking for.

First, as a graduate of a **Psychology degree** at the **University of the Philippines Visayas Tacloban College**, I have the necessary academic background for the position. I have acquired knowledge in human resources through accomplishing relevant subjects such as Human Resources Management, Organizational Behavior, and Industrial/Organizational Psychology. Second, my **participation in various HR-related trainings and workshops** such as "The Psychology of Recruiting and Selecting High Potential Talents" and "Human Resources in the New Normal" aided in the development and refinement of my skills and knowledge in HR.

Moreover, my **work experiences** as a Field Researcher, Data Encoder, and Academic Research Writer helped me gain relevant administrative skills such as ensuring data richness and integrity when creating reports; transferring, encoding, and uploading relevant data to the database; organizing and safely keeping important documents and databases; documenting various events; and communicating with stakeholders and beneficiaries. Finally, regarding my **other skills and traits**, I am skilled in doing research, managing data, and facilitating mental health programs. I have a solid command of MS Office and video editing tools, effective interpersonal and communication skills, adaptability in a work environment, and an eagerness to learn new things.

For further details, please see my PDS and copy of certificates attached to this document for your reference.

I am especially interested in exploring employment opportunities with your organization and feel that I can make a significant contribution to your goal and mission. I also see an opportunity for me to learn and grow my skills, so we both would benefit personally, professionally, and financially.

Thank you for your time and consideration. I look forward to discussing my qualifications for the position in detail.

Sincerely,



CHRISTIAN DAVE BROÑA

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