

August 2, 2021

Honey Sofia V. Colis

OIC HRMO

Dear Ma'am;

I have formally composed this letter to express my intention on applying as Administrative Aide IV in Visayas State University. I have finished Bachelor of Elementary Education at Visayas State University last June 2018. Also, I have already passed the licensure examination for teachers last March 2019.

I have experienced working at a call center company, Wipro LTD. in Cebu for more than a year. I was able to improve my communication, computer and interpersonal skills. I was also hired as Registration Officer 1 at PSA Philippine Statistic Authority. Moreover, my life and working experiences have widened my knowledge, abilities and skills which are relevant to whatever working position.

I am open to take all the opportunities, feedback and challenges that will be encountered when I will be given the chance to be part this University where I graduated. I will be much honored to work with the dedicated team.

Thank you!

**SARAH JANE S. COMALING**

*Applicant*

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