

HONEY SOFIA V. COLIS
OIC, Director
Office of the Director for Human Resource Management
Visayas State University
Visca, Baybay City, Leyte

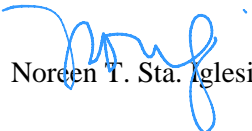
Dear Ma'am Colis,

I'm writing this letter to in response to the job post came across on a site. I would like to apply for the vacant position of Administrative Aide III.

I am Noreen T. Sta. Iglesia, a 24-year-old female, single and currently residing in A. Bonifacio St. Zone 1, Baybay City, Leyte. I am a graduate of BS in Secondary Education in Visayas State University- Main Campus on September 2021 and passed the Licensure Examination for Professional Teachers (LEPT) on December 2022. As a student, I was able to study in different areas of my degree program and gained some practical and technical skills. I acquainted myself with a range of skills that would allow me to blend in different environment.

I am organized and thorough individual with excellent computer and social skills that would allow me to adjust swiftly in a new work environment. I am also interested in taking new challenges and learning new skills and responsibilities that would improve my current skills. I would like to express my honest desire to apply this position as Administrative Aide III.

Sincerely yours,


Noreen T. Sta. Iglesia