

May 19, 2025

**HONEY SOFIA V. COLIS**

Director, HRMD

VSU, Baybay City, Leyte

Dear Sir,

I am writing to formally express my interest in Administrative Aide III (Clerk I). I have a bachelor degree in Culture and Arts Education at Eastern Visayas State University. I passed the LET board examination last September 2024. I am confident that my ability to learn quickly and provide exceptional support will make me a valuable asset to your team.

In my previous work as Cash for Work (Office Staff) at DSWD, I developed a strong foundation in organization skills, attention to detail and time management. I am confident that these skills combined with my strong work ethic and dedication to excellence make me a good fit for Administrative Aide III (Clerk I).

In addition, I am proficient in using Microsoft Office Word, Excel and PowerPoint. I am confident that my ability to learn new quickly, would allow me to managing your office's tasks.

I am excited about the opportunity to bring my skills and experience to your team. I look forward to hearing from you soon.

Sincerely,

Erica N. Mendaza, LPT