

HONEY SOFIA V. COLIS

Director, HRMO

Visca, Baybay City, Leyte

April 16, 2025

Dear Ma'am Colis,

Peace and All Good!

I am writing this letter to express my interest in working in the Finance office as Admin. Aide III .

I took my Degree of Bachelor of Science in Business Administration at The Franciscan College of Immaculate Conception. I wish to bring my knowledge, skills, and commitment to excellence to the organization.

During my working experience in a private Company as a Station Officer, I was able to hone my skills in Managing people, addressing customer complaints, data entry and filling out important reports. I am also aware how to strictly follow the chain of command and obey the policies in an organization for a better and effective way to address problems that may arise in daily operations. I also experienced being able to give service to the public as an Administrative Aid III at the Visayas State University Main Campus, Registrars Office, wherein I was trained to do proper records keeping, checking authenticity of credentials coming from Students and from other schools. I believed that from my experiences, I will be a good fit for any available positions that require this type of skills. I also believed that by having a Civil Service Eligibility it is time for me to take the path of becoming a public servant to aid the Government in providing a quality public service and experience new things that will give me a chance to become a skillful employee and a better individual. The value that I've learned from my previous work experiences and my Faith in God will help me provide you with a better service.

Thank you for taking the time to consider this application. Attached herewith is my Resume with my contact details.

I am looking forward to speaking with you about this opportunity.

Sincerely,

Dan Efraim Colon Gallego