

**Honey Sofia V. Colis**  
Director, HRMO  
VSU, Baybay City, Leyte  
[jobs.vsu.edu.ph](http://jobs.vsu.edu.ph)

Dear Maam,

I am writing this letter to express my interest to apply for the position of **Administrative Aide VI (Clerk III)** with an item number **ADA6-86-2004**. As a recent graduate with a Bachelor's degree in **Information Technology** from Southern Leyte State University, I am enthusiastic about the opportunity to contribute to your esteemed organization. My education, combined with my hands-on experience, has prepared me well to offer administrative support and ensure smooth office operations.

Throughout my academic career, I have developed a strong foundation in office administration, including proficiency in Microsoft Office Suite, exceptional organizational skills, and the ability to manage multiple tasks efficiently.

During my internship at Leyeco IV and my summer job opportunities, I was responsible for a variety of administrative tasks such as managing schedules, organizing files, and assisting with correspondence. This experience honed my attention to detail, time management abilities, and communication skills. Moreover, I successfully collaborated with team members to improve office processes and ensure efficient workflow.

Enclosed is my resume for your review. I would welcome the opportunity to discuss how my background, skills, and qualifications align with the needs of your team. Thank you for considering my application.

Sincerely,

**Kyla Isabelle U. Salon**