

February 6, 2025

HONEY SOFIA V. COLIS

Director, HRMD

VSU, Baybay City, Leyte

jobs.vsu.edu.ph

Ma'am:

I am writing to express my interest in the Administrative Aide VI (Clerk III) position at the Visayas State University Main, as advertised on the Civil Service Job Posting.

I earned my Bachelor of Science in Information Technology with honors from Eastern Visayas State University, and I am an LGU scholar. I have been committed to excellence and community service throughout my academic career. My experience at City College of Ormoc has honed my skills in critical thinking, time management, and fostering a positive working environment with my colleagues.

Attached are my Personal Data Sheet and Certificates. I will be available at your convenience if you need me for an interview. For additional references, do not hesitate to contact me at **0985-588-8694**.

I look forward to the opportunity. Thank you & God Bless.

Very respectfully yours,


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JHON BERT M. GOTIS
Applicant