

JUDAH MARIE M. TOREJAS

Zone 6, J.A. Santos Street Baybay
City, Leyte
torejasjudahmarie@gmail.com

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HONEY SOFIA V. COLIS

Director, HRMD
VSU, Baybay City, Leyte

Dear Director Colis,

I am writing to apply for the Administrative Assistant III Position at the Office of the Vice President for Planning and Development.


I graduated from Visayas State University- Main campus with a Bachelor of Arts in English Language Studies degree last August 2024. During my studies, I developed strong communication, critical thinking, and interpersonal skills. I remarkably finish my thesis on ecolinguistics focusing on the use of salience patterns, analyzing how children's book raised environmental awareness amongst readers. I was also an Amaranth staff writer.

I believe my skills and experience align well with the Administrative Assistant position. I have an experience in administrative tasks being an SK Chairperson and a marketing associate. I am eager to start the growth of my professional career at my alma matter. Visayas State University was where I had honed my skills and it is where I want to apply those skills and learn more beyond what I know at the moment.

I want to be a part of the university's continuous goal to be globally competitive and I plan to grow as a professional inside of it.

Thank you for considering my application. I look forward to hearing from you.

Respectfully yours,


JUDAH MARIE M. TOREJAS
Job Applicant