

October 26, 2025

HONEY SOFIA V. COLIS

Director, HRMD

VSU, Baybay City, Leyte

Dear Director Colis,

Good day! I am writing to express my interest with the job, **Administrative Aide III (Clerk I)**, with plantilla item no. **ADA3-194-2004**, and place of assignment at the **Department of Business and Management**. I came across this job opportunity at *jobs.vsu.edu.ph*.

I am eager to begin my career in a professional administrative setting, and I believe my strong organizational skills, dedication to accuracy, and commitment to efficient task completion align well with the needs of the department. While I am early in my professional journey, I possess the core competencies essential for success as an administrative clerk. I am a fast and dedicated learner, keen to master new systems and procedures quickly. I understand that a clerk role in a university department involves supporting faculty, managing records, and ensuring smooth daily operations.

Thank you for considering my application. I hope to hear from you soon!

Sincerely,



JOSHUA V. ABRILLO