

July 02, 2025

**Honey Sofia V. Colis**

Director

Human Resource Management and Development

Visayas State University

Visca, Baybay City, Leyte

This is about the job opening, which was posted earlier this week. I came across your job posting and was excited to submit my resume, as it showcases my experiences and skills that meet the necessities you are looking for. I would like to apply for the position of Administrative Aide IV as a permanent employee in your esteemed organization, as it would be an unparalleled and inspiring opportunity for me.

At my current position, I have been responsible for evaluating student records, assessing subjects and credits earned in other schools, and serving as a specialist and consultant for the assigned courses. Checks or verifies and initial signs prepared Transcript of Records and certification, prepares list of candidates for graduation, furnishes copies to the department/college deans, and performs other related tasks as may be assigned occasionally. I am valued by all the staff in the organization for being flexible at work and going the extra mile to deliver work on time with utmost accuracy, which was my primary motive. My resume delivers more insight into my administrative aide background throughout my experience, along with my academic particulars, and how it relates to your valued organization.

I would be glad to join the team, use my experience and skills to the fullest, grow along with the organization, and create a positive and energetic atmosphere. I look forward to conversing further about the opportunity to join your team. Thank you for your time and attention.

Respectfully yours,

  
**APRIL ANN O. MONTALBAN**