

July 05, 2024

HONEY SOFIA V. COLIS

Director, HRMO

VSU, Baybay City, Leyte

Dear Madam:

Greetings!

I am **FATIMA KRIZIA C. ASISTIN**, 23 years old, a Filipino citizen, applying for the position of **Administrative Aide VI** at your state university. I earned my bachelor's degree at Leyte Normal University last academic year (2023) under the program of Bachelor of Science in Tourism Management.

In terms of my work experience, I was a former student intern during our work immersion in PhilHealth, Tacloban City. I assisted clients who sought an assistant and performed some basic administrative tasks. Also, I am a former summer job employee in our municipality, where I took part in some of the administrative tasks in the office, such as filing and encoding important documents while maintaining their confidentiality. Moreover, I was a student intern at a travel agency during our internship program when I was in college. I was designated for a position as a tour coordinator in the field of customer service, as well as performing other administrative tasks for the company, such as filing incoming and outgoing documents.

I may not have extensive work experience related to this field, but I am an individual who has enthusiasm for learning new things. I am also a responsible person in terms of work deadlines and a reliable individual for each task given to me.

I possess the skills of being flexible, organized, and keen on details. I believe that acquiring my educational attainment, work experiences, skills, and ability qualifies me to be a potential candidate for this desired position, which would allow me to serve my best interests in providing quality service on your team.

I highly appreciate this big opportunity. With sincere gratitude, it would be an honor to be a part of your service.

I hope my qualifications serve to your consideration.

Thank you so much and more power.

Respectfully yours,

FATIMA KRIZIA C. ASISTIN