

# SOFIA TAGOCTOC

## Electronics Technician

Carigara, Leyte 6529

+639491500736

sofiatagococ@gmail.com

linkedin.com/in/sofiatags



August 4, 2025

**DIR. HONEY SOFIA V. COLIS**

**Director, HRMD**

VSU, Baybay City, Leyte

**Dear Dir. Colis,**

I am writing to express my interest in the Administrative Aide VI (Clerk III) position as advertised on your Facebook page or any possible position that fits my qualifications. I am a graduate from Eastern Visayas State University with a degree of Bachelor of Science in Electronics Engineering and I am eager to apply my knowledge and skills to this organization.

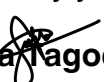
During my time at the university, I successfully led a capstone project from inception to completion. This experience allowed me to refine my attention to detail and develop strong task prioritization skills, ensuring that objectives were achieved efficiently and ahead of the deadlines by tackling tasks strategically, from simpler to more complex. I have also gained experience using Microsoft Office applications and I am comfortable learning new systems quickly. With a strong interest in public service and skills development, I am eager to contribute to your agency's goals and programs. My academic background has equipped me with technical and analytical skills, and I am a fast learner, highly adaptable, and committed to continuous growth.

In addition to my academic background, I hold a Civil Service Professional Eligibility certification which demonstrates my readiness for government service and my commitment to upholding integrity, accountability, and public trust. I am a fast learner, dependable, and highly motivated to support your team and contribute meaningfully to administrative functions.

I am highly motivated and eager to learn. Furthermore, I have spent much of my life assisting at our family store, and I believe the experience and skills I have gained there will be valuable in this position as well.

I would appreciate the opportunity to discuss how my skills align with your needs in more detail. Thank you for your time and consideration. I look forward to your positive response.

Sincerely yours,

  
**Sofia Tagococ**