

May 10, 2023

**HONEY SOFIA V. COLIS**

Director  
Human Resource Management Office  
Visayas State University  
Visca, Baybay City, Leyte

Dear Ma'am Colis,

I am writing this letter to apply for the position of Administrative Aide position in your office. I came to know about the opportunity from the VSU website.

I am a graduate of Bachelor of Science in Food Science and Technology here at the university. After graduation I was able to work in food industry as Quality Assurance Officer and as a Science Research assistant. I was pursuing Masteral studies, but unfortunately I stopped due to some financial problem.

I believe that with the experiences I have made me realize that I need more training to further enhance my knowledge and skills to be more efficient. With my positive attitude and great determination to pursue graduate studies, I am confident that I can be a good addition to your office. The knowledge, skills and techniques are a great match for the position as the role combines my interests and my previous work experiences.

In line with this, I can attest to the fact that I can dutifully carry on the job responsibilities of the mentioned position.

Thank you and God bless.

Very truly yours,

Carmi M. Sukanob