

October 17, 2024

HONEY SOFIA V. COLIS

Director, HRMO

VSU, Baybay City, Leyte

Dear Ma'am Colis,

I am writing to express my strong interest in the **Administrative Assistant II (Clerk IV)** position at the **VSU MAIN (Office of the President)** of the City Administrator. As a recent graduate with a Bachelor's degree in Statistics, I am eager to start my career in this role.

During my academic journey, I developed strong analytical and organizational skills. My background in statistics has provided me with a solid understanding of data analysis and enhanced my ability to interpret complex datasets for effective presentation. I am meticulous, well-organized, and adept at understanding intricate regulations while prioritizing public welfare and safety. These competencies align well with my decision-making skills.

In college, I was actively involved in various student organizations, where I honed my leadership and teamwork skills. These experiences have prepared me to manage projects efficiently and work collaboratively.

Thank you for considering my application. I am available for an interview at your earliest convenience and can be reached at 09664925052 or jurichqb@gmail.com.

Sincerely,
Jurich Ashley Q. Baldicantos
Applicant

