

HONEY SOFIA V. COLIS
Director Office of the Director for Human Resource Management
Visayas State University Visca,
Baybay City, Leyte

Dear Mrs.Colis,

I am thrilled to submit my application for the Administrative Aide III position at your esteemed institution. With my extensive experience and remarkable competencies, I am confident that I am the perfect candidate for the job.

Exemplifying integrity and professionalism is second nature to me. As a public servant, I understand the importance of upholding ethical and moral principles, values, and standards of public office. I pride myself on adhering to the highest standards of professional behavior and promoting individual and university performance by upholding the university's mandate, core values, policies, and guidelines. You can trust that I will always keep the public interest at the forefront of my decisions.

Delivering service excellence is not just a competency; it is a passion of mine. I believe in going above and beyond for my customers and providing them with an exceptional experience. I am committed to delivering proactive, responsive, accessible, and effective public service that exceeds customer expectations. My customer service skills are unparalleled, and I always strive to provide the highest level of satisfaction to every person I interact with.

I am highly skilled in conveying complex messages in a simple and concise manner that ensures understanding and action. I make clear and convincing oral presentations that captivate both individuals and groups. I also possess excellent listening skills, which allow me to clarify information as needed.

Interpersonal relationship management is one of my key strengths. I am a team player who enjoys working with others to achieve results. I am an effective communicator who interacts seamlessly with colleagues, customers, and clients. Adapting my thinking, behavior, and style to changing situations comes naturally to me, making me an invaluable asset to any team.

My expertise in documents and records management is exceptional, and I am skilled in critical thinking and problem-solving. I am a proficient user of information and communications technology, which makes me an effective and efficient contributor to any team.

Thank you for considering my application for this role. I am confident that my qualifications, experience, and passion make me the perfect candidate for the job. I look forward to the opportunity to discuss my qualifications further and to bring my exceptional skills and experience to your institution.

Sincerely,

Ann Nina M. Peduche