

HONEY SOFIA V. COLIS

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

Dear **Ma'am**,

Please consider this letter as my official candidacy to help successfully deliver the benefits and services **Visayas State University**. This is to convey my interest in applying for **Administrative Assistant II**.

I believe that my experiences as a young mother, a public-school student, a daughter of a farmer, a small business owner, and an intern at an LGU provided me with unique set of knowledge and skills that can help me fulfill the duties to your institution. I also graduated from Eastern Visayas State University last July 23, 2022, with **Bachelor of Physical Education**. And more importantly, I recently passed the **Licensure Examination for Teachers** held on March 19, 2023.

Please consider my application as a sincere intent of interest. I would enjoy the opportunity to meet you to discuss how my skills will enable me to make a valuable contribution to your school.

Thank you for your time and consideration.

Respectfully yours,

Clouie Ann F. Soroño

Applicant
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