

March 31, 2025

HONEY SOFIA V. COLIS

Director

Human Resource Management and Development

Visayas State University

Visca, Baybay City, Leyte

Dear Ms. Colis,

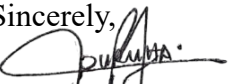
I am writing to express my interest in applying for the Administrative Aide III position with job code VNEFTL, posted in the VSU Job Portal.

I graduated with a degree in Accounting Information System at Western Leyte College of Ormoc City and I am eager to contribute my knowledge and skills to a role that aligns closely with my professional aspirations.

Throughout my on-the-job training at the Social Security System Ormoc branch as well as my part-time job at M. Edano & Co., CPAs as administrative staff, I have acquired practical experience that enables me to improve and equip myself with various skills such as management, analytical, leadership, and communication skills. I have also gained proficiency in various tools and applications, such as Google Workspace, Microsoft Office, and QuickBooks Online.

I am highly trainable and have a strong commitment to continuous learning and improvement. I uphold excellent work ethics and thrive under pressure, adapting quickly to new challenges. I have the passion for this job, and I am eager to bring my knowledge, skills, and potential, with a commitment to excellence, to contribute meaningfully to the organization's growth and success.

Thank you for considering my application. Please feel free to contact me via email at rjdavedagoyduruha@gmail.com or my phone at 09294303635 or 09090230578. I look forward to your response.

Sincerely,

RJ DAVE DURUHA