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HONEY SOFIA V. COLIS
Director, HRMD VSU,
Baybay, City, Leyte
jobs.vsu.edu.ph

Dear Ma'am Colis,

I am writing to express my interest in applying to Administrative Aide III (Clerk I) position at Visayas State University as posted in the Civil Service Commission website and to be assigned to any available and vacant place assignment.. A Cum Laude graduate from the Visayas State University Tolosa Campus with a degree in Bachelor of Science in Criminology a PRC licensed holder and Civil Service-PD 907 eligible, I am eager to begin my professional journey and contribute to your esteemed organization.

During my academic career, I developed strong skills in leadership, research, critical thinking, problem solving, data analysis, teamwork and communication, which I honed through coursework, group projects, and extracurricular activities. My involvement in Youth Organization, a leader during our internships, a Barangay SK Treasurer for 5 years, and a sport journalist during my high school days has provided me with a foundation in community and social relations, field operations, data analysis and sustainable development practices.

I am highly motivated, quick to learn, flexible, and can do multitasking, and eager to apply my knowledge in a practical setting. I am confident that my adaptability and enthusiasm will allow me to integrate well into your team and make meaningful contributions.

I am agitated about the possibility of bringing my good approach and dedication to the dynamic team of your office. Thank you for considering my application. I am eager to discuss how my qualifications align with the needs of your organization in more detail. I look forward to your response.

Sincerely,



Cherry Ann. B. Rogero