

Honey Sofia V. Colis  
Director, HRMD  
VSU, Baybay City, Leyte

Dear ma'am Colis,

Greetings!

I am Trisha Mariel B. Trigosa, a Visayas State University graduate of BS Biology Major in Ecology last August 2023. I am writing to express my interest in applying as an **Administrative Aide VI (Clerk III)** to be assigned in the office of the BOR and University Secretary and I hope to be qualified for this job. I found the job posting on Civil Service Commission Site.

One of my best assets would be communicating with various groups of people. I can communicate in English, Filipino, and Cebuano, and proficient in dealing with people. This is because of my years of leadership experience and community work in the Commission on Youth which is a church organization. We develop activities that would benefit the youth of the community and coordinates with other organizations, stakeholders, and priests for the success of a project or activity. I am actively involved in the administrative works of each activity, may it be parish, vicarial, or diocesan level. And these experiences made me also develop certain values such as leadership, keen observer of details, good interpersonal skills, and can work with minimal supervision which are valuable contributions to the position I am applying for. I am also proficient in using Microsoft office applications such as Word, PowerPoint, Excel, and Publisher.

Furthermore, the reason why I am applying for administrative positions instead of positions that are in line with my course as an Ecologist was because I was diagnosed with Systemic Lupus Erythematosus or commonly known as Lupus, which hinders me from doing field works as I am not allowed to be exposed to the sun for longer periods. However, I believe that having this condition does not limit us from functioning and working like a normal, healthy person.

I hope you find this letter rather appealing, and I will be deeply honored if you would accept my application. Thank you very much.

Respectfully yours,

  
TRISHA MARIEL B. TRIGOSA  
[ttrigosa@gmail.com](mailto:ttrigosa@gmail.com)