

April 2, 2025

HONEY SOFIA V. COLIS

Director, HRMD

Visayas State University

Baybay City, Leyte

Dear Director Colis:


I am writing to formally express my interest in applying for the Administrative Aide III position at Visayas State University - Main (HRMD). I recently graduated Cum Laude with a Bachelor of Secondary Education, Major in Social Studies from Samar State University. My academic training has honed my organizational, research, and communication skills—key competencies in administrative work.

My previous experience as a Student Assistant at Samar State University Museum and Archives and as an Administrative Assistant at the Department of Social Welfare and Development (LGU-Calbiga) has equipped me with strong organizational and clerical skills. I have worked extensively with records management, correspondence, and office coordination, allowing me to develop efficiency and attention to detail in handling administrative tasks. More than technical abilities, I take pride in my commitment to professionalism and service—values that I believe align with the standards of Visayas State University.

I would greatly appreciate the opportunity to further discuss how I can contribute to your team. Please feel free to reach out at your convenience.

Thank you for your time and consideration. I look forward to your response.

Sincerely,



Monalia Delores M. Gabatbat