

October 30, 2024

ARTURO E. PASA

Dean, College of Forestry & Environmental Sciences
VSU, Baybay City, Leyte

Thru:

HONEY SOFIA V. COLIS

Director, HRMO
VSU, Baybay City, Leyte

Sir/Ma'am:

Herewith I send an application letter, resume and credentials.

I am writing to express my interest for Administrative Aide III (Clerk I) position at Visayas State University - College of Forestry & Environmental Science. Although my degree is in Bachelor of Science in Medical Biology, I am eager to transition into the administrative field. I graduated with flying colors and am proud to be a first-time passer of the Civil Service Examination and certified as an Honor Graduate Eligible by the Civil Service Commission. I also composed of the following competencies indicated and I can work under pressure— which are essential for an administrative role. I am excited about the opportunity to contribute to such impactful work and to further develop my skills in a professional environment.

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to your office. Please feel free to contact me at your convenience.

Sincerely yours,


MA. KATE DEANIELLE C. VALDEO
Applicant