

December 12, 2025

HONEY SOFIA V. COLIS

Director of the Office of Human Resource
Management and Development
VSU, Visca, Baybay City, Leyte

Dear Madam:

Greetings!

I am writing to formally express my interest in the position of **Administrative Aide III (Utility Worker II)** as advertised. With my background in office support, documentation, and administrative tasks, I believe I can contribute effectively to the efficient operations of your office.

I possess strong organizational skills, attention to detail, and the ability to manage multiple tasks with minimal supervision. I am proficient in preparing documents, maintaining records, assisting clients, and performing clerical duties such as filing, encoding, and handling communications. I am also adaptable, service-oriented, and willing to learn procedures necessary for the role.

I am confident that my work ethic, commitment to public service, and eagerness to contribute positively will make me a valuable addition to your team. I would be grateful for the opportunity to discuss my qualifications further in an interview at your most convenient time.

Thank you very much for considering my application. I look forward to the possibility of serving as part of your respected office. You can contact me anytime with this number 09108727722 for your perusal.

Respectfully yours,


REY E. ESMALÉ
Applicant

