

**BRIAN JAMES A. NARRA**

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**HONEY SOFIA V. COLIS**

Director, HRMD  
VSU, Baybay City, Leyte  
[jobs.vsu.edu.ph](http://jobs.vsu.edu.ph)

Dear Ms. Colis,

I am writing to express my interest in the position of Administrative Aide VI (Clerk III), Plantilla Item No. ADA6-118-2023. I am confident that my background in clerical work, computer literacy, and administrative support equips me well to contribute effectively to your office.

I am a graduate with a course of Bachelor of Public Administration from the Polytechnic University of the Philippines, Manila. I have experience in documentation and filing papers with confidentiality. I've worked in a fast-paced environment that molds me to multitask, and with my expertise in office software, I made my tasks easier, which leads to the office operations running smoothly. I possess the necessary eligibility requirements, specifically the Civil Service First Level Eligibility through Sangguniang Kabataan Official Eligibility (SKOE) am eager to apply my skills towards supporting your team's daily operations, and I am taking the CSE Professional this coming March 2026. I am motivated not only by the opportunity to grow professionally but also by a strong desire to serve the public through this role.

Enclosed are my Curriculum Vitae and other supporting documents attached inside the PDF for your review. I humbly ask your office to consider my application, even though my Diploma and Transcript of Records are currently being processed and will be submitted as soon as they are available. I assure you that I am actively following up on these documents and will provide them at the earliest possible time. I hope this will not hinder the consideration of my application, and I remain confident that my qualifications and experience meet the requirements of the position. I welcome the opportunity to discuss how I can contribute to your office and am available for an interview at your convenience.

Thank you very much for considering my application.

Sincerely,

**BRIAN JAMES NARRA**