

**LOVELY JOY M. PACATE**

Brgy. Maybog, Baybay City, Leyte

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0948-9422-920

December 6, 2024

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**HONEY SOFIA V. COLIS**

Director

Human Resource Management Office

Visayas State University

Visca, Baybay City, Leyte

Dear Ms./Mrs. Colis,

Good day!

I am writing to express my interest in the position of **Administrative Aide IV (Clerk III)** as advertised. While I do not have formal experience in an administrative role, I am highly computer literate and possess the skills and enthusiasm necessary to contribute effectively to your team.

I recently completed my Bachelor's degree in Secondary Education at Visayas State University. I am a PD 907 eligible and have a strong foundation in computer operations and proficient in using various software programs such as Microsoft Office Suite (Word, Excel, PowerPoint), Google Workspace (Docs, Sheet), email management systems, and data entry tools.

Although my professional background may not include direct administrative and business related experience, I have honed my organizational and multitasking skills through personal and volunteer projects, where I successfully managed and maintained accurate records. I am confident that these skills, combined with my ability to learn quickly and adapt to new technologies, will enable me to succeed in an administrative capacity.

Enclosed is my resume and other pertinent documents for your review. I would appreciate the opportunity to meet with you and discuss how my qualifications could contribute to the goals and initiative of your office. I am available at your convenience and can be reached at 0948-9422-920 or via email at [lovelypacate07@gmail.com](mailto:lovelypacate07@gmail.com).

Respectfully yours,



**Lovely Joy M. Pacate**

Applicant