

Paulo L. Cagnan
Brgy. Binulho Javier Leyte
Javier, Leyte 6511
09922453350

January 7, 2025

Honey Sofia V. Colis

Director - HRMO
Visayas State University
Baytay City, Leyte

Dear Maam Colis,

I am writing this letter of Intent to express my strong interest in applying as a Administrative Aide VI – Clerk III , positioned in any Division or Unit that is available. I am enthusiastic about the opportunity to contribute my skills, dedication, and eagerness to learn to the dynamic environment.

While I may have a little experience in the school as a office aide during my intern in EVSU, I will bring to the table a solid educational background, a strong work ethic, and a passion for public service. I will also give my all and surpass your expectations in focusing through my Self-management, Professionalism and Ethics, Teamwork Service Orientation, Oral Communication, Written Communication and also my Computer ICT skill. As a graduate of Office Administration, this has equipped me with valuable skills in communication, problem-solving, and attention to detail qualities that I believe are essential for a role within the Visayas State University.

While I may lack in experience, I make up for with my enthusiasm and commitment to making a meaningful contribution to the Schools mission and vision. I am dedicated to upholding the values of the organization, and I am excited about the opportunity to serve the school.

Thank you for considering my application. I am eager to discuss how my skills and potential align with the goals of the team in greater detail. I am available for an interview at your convenience and can be reached at Paulocagnan@gmail.com.

Sincerely,

Paulo L. Cagnan
Applicant