

CARINE ROSE V. LUCIANO

Brgy. Inawangan Julita, Leyte

09283160775

October 24, 2025

MS. HONEY SOFIA V. COLIS

Director, HRMD

VSU, Baybay City, Leyte

Dear Ms. Colis:

I am respectfully submitting my application for the position of Administrative Aide III (Clerk I) in your office. Although I have no direct work experience as an administrative clerk, I am confident that my skills, adaptability, and willingness to learn will enable me to effectively perform the essential functions of the position.

During my internship at the Department of Environment and Natural Resources – Community Environment and Natural Resources Office (DENR–CENRO) Palo, Leyte, I was involved in various administrative and coordination tasks such as preparing and documenting office activities, attending meetings and conferences, organizing tourism-related reports and data, collaborating with colleagues on design-related outputs, and relaying information and updates to co-interns, coordinators, and supervisors. These experiences have honed my organizational, communication, and teamwork abilities—skills that are vital in performing administrative support duties.

I am eager to contribute to your office by applying these skills and by continuously learning and improving under your guidance. I would be grateful for the opportunity to be considered for this position and to further discuss how I can be of service to your team.

Thank you for your time and consideration.

Respectfully yours,

Carine Rose V. Luciano