

ABIGAILE ROSE A. BERONILLA

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April 17, 2025

VICENTE A. GILOS

University Learning Commons (Library)

Visayas State University

VSU, Baybay City, Leyte

Dear Sir,

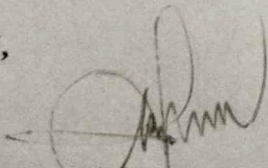
Good day!

I am Abigaile Rose A. Beronilla, a graduate of Bachelor of Elementary Education from Visayas State University. I am writing to express my interest as an applicant for Administrative Aide IV Position (Clerk II) where I can apply my knowledge, grow professionally, and contribute to your team.

Although my formal work experience was related to teaching, I am eager to learn and ready to take on new challenges. During academic years, I have developed strong communication, leadership and technical skills through various projects and extracurricular activities.

I would be grateful for the opportunity to further discuss how I can be a valuable asset to your team. Thank you for your time and consideration.

Sincerely,



ABIGAILE ROSE A. BERONILLA

Applicant