

March 23, 2024

RE: APPLICATION LETTER FOR ADMINISTRATIVE AIDE 1

TO: **LYNETTE C. CIMAFRANCA**  
Head  
Department of Food Science and Technology  
Visayas State University  
Visca, Baybay City, Leyte

THRU: **HONEY SOFIA V. COLIS**  
Director, HRMO

Dear Ma'am:

Greetings! I hope this application letter receives in to your good hands. I am Arce Rino G. Vitualla, a resident of Baybay and formerly a student of VSU, unable to graduate due to financial constraints. I am writing this letter to express my will and interest in applying for the position as an Administrative Aide in your department.

I have read that one of the qualifications is the experience of handling food processing unit. I may not be called a professional but I am proud to say that I have experiences in this field of work as previously, I worked as a service crew in food catering services for almost 10 years and in restaurants. Yes, after I stopped studying, this has been my financial support for our family's daily expenses. But as you know, it is not a permanent job.

At present, I am working in a small restaurant in our locality.

I am truly interested in this job and I wish to be given the chance to work in this institution. I am available for an interview if you have other queries for me. Please don't hesitate to contact me at 0963-373-9844 or leave a message on my email address at [vitualaarcerino@gmail.com](mailto:vitualaarcerino@gmail.com).

Thank you very much!

Hopeful Applicant,

ARCE RINO G. VITUALLA