

March 10,2024

**Vivian V. Balbarino**  
**Head**  
**Supply and Property Office**  
**Visayas State University**  
**VISCA , Baybay, Leyte**

Dear **Ma'am Vivian,**

I wish to apply for an Administrative Aide VI position at the Supply and Property Office. I finished my Bachelor of Science In Business Administration at the Alejandro Colleges, Manila. I believe that the skill set that I earned on those years as a barangay bookkeeper for five years at the Municipality of Inopacan, Leyte will significantly help me to be qualified on the job I am applying for.

I have enclosed my resume to support my application. I am confident that I would bring important skills to the position.

I would enjoy having the opportunity to talk with you more about this position, and how I could use my skills to benefit your organization at an interview.

Thank you for considering my application. I look forward to hearing from you.

*Sincerely,*

CAROLINA MERIN COMPENDIO, B.S.B.A.