

Cindy Cañete Pastrana

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April 17, 2025

Ms. Honey Sofia V. Colis

Director (HRMD)
Visayas State University – Baybay
Barangay Pangasugan
Baybay City, Leyte, 6521 Philippines

Dear Ms. Colis,

I am writing to express my interest in the Administrative Aide III (Clerk I) position at the Student Affairs and Services of Visayas State University. I am a graduate of Bachelor of Science in Entrepreneurship and a Civil Service Professional eligible as of March 2024. With six months of experience as an office staff, I am eager to contribute my skills and dedication to your esteemed institution.

In my previous role, I developed proficiency in administrative tasks, document management, and customer service. I am adept at using Microsoft Office applications and possess strong organizational skills and attention to detail.

Enclosed are my Personal Data Sheet, Transcript of Records, and Civil Service Eligibility certificate for your review. I am available at your convenience for an interview and look forward to the opportunity to discuss how I can contribute to the Student Affairs and Services team.

Thank you for considering my application. I am eager to be part of Visayas State University's mission to provide excellent service to its students and community.

Sincerely,

Cindy Cañete Pastrana