

Clarence D. Eralino
A. Bonifacio St.
Baybay City, Leyte, 6521
January 07, 2025

Human Resource Office
Visayas State University
Baybay City, Leyte
6521

Dear Sir/Madam,

I am writing to express my interest in the Administrative Aide position at Visayas State University, as advertised on jobs.vsu.edu.ph. As a proud Viscan and recent graduate of VSU with a degree in Bachelor of Science in Agribusiness. I am eager to contribute my skills and dedication to the institution that shaped me.

During my academic journey, I honed my administrative and organizational skills through on-the-job training. And my experience as an intern, allowed me to develop expertise in clerical tasks, communication, and efficient use of office tools such as Microsoft Office and Google Workspace.

I am particularly drawn to this role because it aligns with my passion for supporting efficient operations in an academic institution. As a former student, I deeply understand and appreciate VSU's mission of excellence and service, and I am excited about the opportunity to contribute to its continued success.

Enclosed with this letter are my resume and supporting documents for your review. I would welcome the chance to discuss how my skills and experiences align with the needs of your office. I am available for an interview at your earliest convenience and can be reached at 09856207604 or eralinoclarence@gmail.com.

Thank you for considering my application. I look forward to the opportunity to work and grow with Visayas State University.

Sincerely,
Clarence D. Eralino