

Cathrine Joy T. Yapit
Applicant
Zone Aries, Brgy. Pawing, Palo, Leyte
0955-912-1619
yapitcathrinejoy@gmail.com

April 23, 2025

HONEY SOFIA V. COLIS

Director, HRMD
Visayas State University
Baybay City, Leyte
jobs.vsu.edu.ph

Dear Ma'am Colis:

Good day!

I am writing to express my interest in applying for **ADMINISTRATIVE AIDE IV (CLERK II)**. My name is Cathrine Joy T. Yapit, and I graduated with a degree in Bachelor of Science in Office Administration from Eastern Visayas State University, where I was also recognized as an Excellence Awardee.

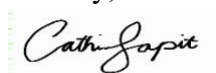
I recently passed the Career Service Computerized Examination-Sub professional. Also, I have hands-on experience in a professional work environment. I had the privilege to serve as a GIP Employee at the Department of Labor and Employment, where I was assigned to the Technical Support and Services Division (TSSD). Throughout my employment, I honed my administrative skills and gained valuable experience in office management. I have also developed excellent communication and problem-solving abilities, which I believe will be beneficial in performing any task.

Moreover, I was assigned at the Civil Service Commission under the Management Services Division (MSD) as GIP Employee and later on was promoted as a Contract Service Worker. This experience has allowed me to further develop my skills and deepen my understanding of public service and administration. I am eager to continue making a meaningful contribution in this kind of field.

I am confident that my academic background, work experience, and passion for public service make me a strong candidate for the any position in your good office. I am committed to learning and growing in any role and contributing effectively to the organization.

Thank you for considering my application. I look forward to the possibility of joining your team and contributing to the success of the agency.

Sincerely,



Cathrine Joy T. Yapit