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June 26,2025

Mrs. Queen-Ever Y. Atupan
Head
Cashiering Office
Visayas State University
Visca, Baybay City, Leyte

Dear Mrs. Atupan,

Good day!

I am writing to express my interest in the position of Administrative Aide VI (Clerk III) in your office. I am a graduate of Bachelor of Science in Entrepreneurship with a strong foundation in organization, communication, and basic administrative tasks.

I am proficient in Microsoft Office applications, have good attention to detail, and am eager to contribute to your team. I am also adaptable, hardworking, and open to learning new systems and procedures to improve workflow efficiency.

If given the opportunity, I would be glad to contribute to your office and perform my duties with professionalism and dedication. Attached is my resume for your review.

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

Respectfully,
Arvynn Charles Yap