

Maricel G. Donayre  
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October 9, 2025

Honey Sofia V. Colis  
Director, HRMD  
Visayas State University  
Baybay City, Leyte

Dear Maam,

Good day to you!

I am writing to express my interest to apply for the Administrative Aide III (Clerk I) position.

I'm a graduate of Bachelor of Science in Agribusiness at Leyte State University.

I am a highly trainable and flexible individual. I can adapt to changes and am always motivated to do what is best. With my working experience, skills and approach, I believe I would be a valuable asset to the team.

I am available for an interview anytime and looking forward to having the opportunity to discuss my qualifications and my commitment to work with you.

Thank you for your time and consideration.

Sincerely,

MARICEL G. DONAYRE