

**ROLAN C. RICARTE**

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July 7, 2025

**HONEY SOFIA V. COLIS**

Director  
Human Resource Management and Development  
Visayas State University  
Visca, Baybay City, Leyte

**Subject:** Application for Administrative Aide IV Position (Clerk II)

**Dear Ma'am Colis,**

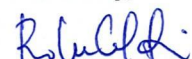
I am excited to apply for the Administrative Aide IV position at the University Registrar. With a strong background in administrative support and office management, I am confident that my skills will contribute to the efficiency and organization of our team.

Throughout my experience, I have developed expertise in document processing and data entry, ensuring seamless daily operations. My proficiency in Microsoft Office and other administrative tools has enabled me to accurately maintain records, handle correspondence, and assist in office coordination. Additionally, my ability to work collaboratively allows me to support teams effectively, ensuring a productive workplace.

I take pride in my attention to detail, organizational skills, and dedication to streamlining processes. I am eager to bring this commitment to the University Registrar, assisting in administrative functions that drive operational success. I would welcome the opportunity to discuss how my skills align with our team's needs.

Enclosed is my resume for your review. I appreciate your time and consideration and look forward to the possibility of contributing to your organization. Please feel free to contact me at your convenience.

**Sincerely,**

  
Rolan C. Ricarte