

CHERRA MAE HERERO ABAJON

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September 03, 2025

CRISLIN B. CRUZ-CORTEZ

Director

Business and Resource Generation Office

Visayas State University

Visca, Baybay City, Leyte

Dear Director Cruz-Cortez,

Good day.

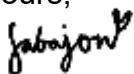
I am writing to express my earnest interest in the position of Administrative Aide VI (Clerk III), Item No. ADA6-111-2004 at Visayas State University Main Campus. I am a proud Viscan from Isabel, having recently graduated with a Bachelor of Science in Agribusiness from Visayas State University Isabel Campus. It would be a great honor for me to begin my professional career in the very institution that has shaped my academic foundation.

As a ViSCan, I have been trained with values of excellence, service, and integrity. My academic experience has strengthened my skills in organization, communication, and adaptability, qualities that are essential for performing clerical and administrative tasks. I am also responsible, detail-oriented, and eager to learn, which I believe will allow me to contribute effectively to the administrative functions of your office.

I am confident that my background and commitment as a ViSCan will enable me to serve the University with dedication while continuously improving myself as a professional.

Thank you very much for your kind consideration. I would be truly grateful for the opportunity to discuss how I can be of service to Visayas State University.

Respectfully yours,



**CHERRA MAE HERERO ABAJON**