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Addressed to:

JOEL REY U. ACOB

Director

Quality Assurance Center

Visayas State University

Visca, Baybay City, Leyte

Subject: Application for Administrative Aide VI (Clerk III)

Dear Sir,

I hope this message finds you well. I am writing to express my keen interest in the Administrative Aide VI (Clerk III) position under the Quality Assurance Center office at Visayas State University – Main Campus, as advertised.

To give a brief background, I hold a Bachelor's degree in Secondary Education, majoring in English, from Visayas State University – Main Campus, and I earned my teaching license in December 2024.

I am eager to apply for the Administrative Aide VI (Clerk III) position at Visayas State University, as I believe my background and skills align well with the competencies required for the role. Having completed an 80-hour training in Basic Computer Literacy, I have developed proficiency in Microsoft Office, Google Suite, and other digital tools essential for documentation, records management, and correspondence. My training as an English major and my experience as a teacher have also strengthened my communication skills, particularly in preparing clear reports, drafting formal communications, and ensuring accuracy in handling information. These competencies, I believe, can greatly support the documentation and process management needs of the Quality Assurance Center.

Furthermore, my teaching experience, both online and in person, has cultivated adaptability, interpersonal communication, and professionalism in working with individuals from diverse backgrounds. These experiences also enhanced my ability to provide courteous service, collaborate effectively with colleagues, and uphold integrity in all tasks, which are qualities that reflect VSU's commitment to service excellence, accountability, and professionalism. As an alumnus of the university, I am likewise mindful of the responsibility to uphold its core values in whatever I do. With strong organizational ability and a sincere commitment to learning, I am confident in my capacity to contribute meaningfully to the university's administrative operations.

I would welcome the opportunity to further discuss how my qualifications and passion with working with various people across all walks of life align with the goals of your office. Should you wish to contact me, I can be reached at (09502578916) or through email at (berthelgestogozon169@gmail.com).

Thank you very much for considering my application. I look forward to the possibility of speaking with you soon.

Respectfully yours,



BERTHEL G. GOZON, LPT

Administrative Aide VI (Clerk III) Applicant

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