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Aleli A. Villocino  
Vice President for the Student Affairs and Services  
Visayas State University  
Visca, Baybay City, Leyte

I am writing to express my interest in the position of Administrative Aide under the Office of the Vice President for Student Affairs and Services. With a background in agriculture and community engagement, leadership experience as a former president of The Builders, and a proven ability to manage responsibilities effectively, I am eager to contribute to the efficient operation of your office and support its commitment to student success.

Additionally, my academic journey includes presenting my research study at a national scientific meeting hosted by the Philippines Society of Animal Science. This opportunity enhanced my communication skills and attention to detail, as I prepared and delivered my findings to a professional audience. These experiences have equipped me with the ability to manage responsibilities with precision and professionalism.

I am particularly inspired by the Office of the Vice President for Student Affairs and Services' mission to foster a supportive and inclusive environment for students. I am confident that my leadership background, administrative capabilities, and dedication to service will enable me to contribute meaningfully to your team.

I would welcome the opportunity to discuss how my skills and experiences align with the requirements of this position. I am available for an interview at your convenience and can be reached at 09235853772 or cputan@gmail.com.

Thank you for considering my application. I look forward to the possibility of supporting the important work of your office.

Sincerely,



Erik John Putan, L.Agr.