

Erra Mae M. Bates
Puerto Bello, Merida, Leyte
09674117269
errabates@gmail.com

July 20, 2023

HONEY SOFIA V. COLIS

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


Dear Ma'am,

I am writing to you to express my desire to serve in an Administrative Aide III Position (Clerk 1) in your respected institution. I am a graduate of Visayas State University- Baybay Campus with a Degree in Elementary Education, Cum Laude, and a Licensed Professional Teacher.

Though I don't yet have experience managing the day-to-day tasks and functions of a modern office, I have transferrable administrative skills from my experience as a student teacher and I am willing to undergo training towards effective administrative skills. I believe that my knowledge and effective MS Office and communication skills will help me contribute a great deal to your administration. Above all, I possess the interest and great determination to perform well in the position you are offering.

I appreciate your time in reviewing this letter and I'd love the opportunity to talk further about your objectives and ideas for the office. If you have any questions or need any additional information, please feel free to contact me.

Sincerely yours,


ERRA MAE M. BATES
Applicant