

January 6, 2025

DR. ALELI A. VILLOCINO

Vice President for Student Affairs and Services
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Villocino,

Good day.

I am Christine Gay B. Cala, a 27-year-old resident of Barangay Marcos, Baybay City, Leyte, and a graduate of the Bachelor of Science in Environmental Management program at Visayas State University, Visca, Baybay City, Leyte.

I recently learned that the Office of the Vice President for Student Affairs and Services, Visayas State University, is seeking applicants for the Administrative Aide VI position. After thoroughly reviewing the qualifications and responsibilities required for the role, I am confident in my ability to contribute effectively to your team and express my interest in the position formally.

I have worked as a clerk and dDRC at Visayas State University for almost four (4) years. With my academic background, knowledge, and relevant job experience, I am well-prepared to meet the demands of this role. I would be honored to bring my expertise and dedication to your workplace if given the opportunity.

Please find attached my resume along with the other required documents for your reference. I would greatly appreciate the opportunity to discuss my application further and am available for an interview at your convenience. You may contact me via email at christine.cala@vsu.edu.ph or by phone at 0961 968 1412.

Thank you for your time and consideration. I look forward to the opportunity to contribute to your esteemed office.

Sincerely,



Christine Gay B. Cala
Applicant