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June 22, 2025

**QUEEN-EVER Y. ATUPAN**  
Head, Cashiering Office  
Visayas State University  
Visca, Baybay City, Leyte

Dear Mrs. Atupan,

Good day! I would like to express my interest to apply as an Administrative Aide VI in your Office. I believe in my abilities to contribute effectively to your team and uphold the standards of efficiency and professionalism this role. In my previous role as a Cash Clerk, Clerk, GAD Focal Person and Management Committee Secretary in VSU Credit Cooperative for 6 years, I developed strong administrative and organizational skills which is relevant to the Administrative Aide VI role, such as document handling, handling payments, balancing the cashier register, record-keeping, client assistance and fraud prevention. I am proficient in using various office applications and have a keen attention to detail, which helps ensure the accuracy and completeness of administrative processes.

I, graduated last April 22, 2015 from Visayas State University with the degree of Bachelor of Science in Agribusiness. I believe that I am equipped and ready to take on the responsibilities. I have fostered my skills as a clerk in VSUCC. I have further enhanced my management skills through my Probationary Officer Training Course in Arescom Training School in Tanza, Cavite. I was able to adapt quickly regardless of the situations that were outside my field. I have also widened my horizon and have proven my capabilities through my job experience and training. I am confident that I am able and will be flexible on anything new to me.

I chose to submit my application to your office because I know that you will provide good opportunities to hone skills. I am eager to undergo any training and seminar for professional growth. I hope to be part of your institution. I appreciate for your time and attention that you showed by reading my letter.

Sincerely,

**CARREN G. MENDEZ**  
APPLICANT