

**Cindy Cañete Pastrana**

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**Ms. Honey Sofia V. Colis**

Director (HRMD)  
Visayas State University – Baybay  
Barangay Pangasugan  
Baybay City, Leyte, 6521 Philippines

Dear Ms. Colis,

I am writing to express my interest in the Administrative Aide III (Clerk I) position at the University Registrar, as advertised by Visayas State University. I hold a Bachelor of Science in Entrepreneurship and have recently passed the Civil Service Professional Examination in March 2024. Additionally, I have six months of experience as an office staff, where I developed skills in administrative tasks, document management, and customer service.

I am confident that my educational background and work experience align with the qualifications and competencies required for this position. I am eager to contribute to the efficient operations of the University Registrar and support the academic community at VSU.

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences can contribute to the continued success of Visayas State University.

Sincerely,

Cindy Cañete Pastrana