

October 23, 2025

DORYN JAN L. AVILA

Head

Department of Business and Management

Visayas State University

Visca, Baybay City, Leyte

Dear Madam,

I would like to express my intention to apply for the position of **Administrative Aide III (Clerk I)**. I currently work in the Admissions Office and feel my skills are perfect match for this job.

I have two main roles right now as IT staff and a Messenger. As IT Staff, my job is to help in managing database systems, encoding information, and solving simple computer problems. As messenger, I handle important documents every day. I know how to keep records straight, deliver things on time, and make sure sensitive papers go to the right people. I also interact with students, faculty, and staff as part of my administrative duties, and served as proctor during VSU College Admission Test.

Although I am happy in my current role, I'm looking for a promotion with more responsibility, new challenges, and a chance to learn and gain new skills.

Thank you for your time and consideration.

Sincerely,



Leven T. Layola

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