

Brgy. San Roque, Sogod Southern Leyte  
[cyndiealbaracin16@gmail.com](mailto:cyndiealbaracin16@gmail.com)  
09532242498

October 25, 2024

**PROSE IVY G. YEPES**

University President  
Visayas State University  
Baybay, Leyte, Philippines

Dear Madam President,

Good day!

With a burning passion to share my knowledge and expertise, I am writing to express my interest in the Administrative Aide II (Clerk IV) position at Visayas State University. As a recent graduate with a Bachelor of Technology and Livelihood Education major in Home Economics degree, achieving Cum Laude honors with a GPA of 1.51, I am excited about the opportunity to contribute to the university's administrative team.

During my studies, I developed valuable skills in organization, communication, and attention to detail. I have a strong work ethic and a passion for supporting others in a professional setting. I believe that my academic background and dedication make me a strong candidate for this position.

I am eager to bring my enthusiasm and willingness to learn to your team. I am confident that my skills and knowledge align well with the requirements of the Administrative Aide II role.

I am excited about the possibility of contributing to the vibrant community at Visayas State University. I am looking forward to the opportunity to discuss how my background, skills, and enthusiasm can contribute to the university's mission.

Thank you for considering my application. I look forward to the possibility of discussing my application with you further.

Respectfully yours,

Cyndie S. Albaracin  
Applicant