

# Application Letter

**Angel Melody C. Orapa**

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09500403098  
February 13, 2025

**Louella C. Ampac**

Director  
Finance Management Office  
Visayas State University  
Visca, Baybay City, Leyte

Dear Ma'am Ampac,

I hope this letter finds you well. I am writing to express my interest in the **ADMINISTRATIVE AIDE III POSITION (Clerk I)** position at the Finance Management Office of Visayas State University, as listed under Job Code **TIUJWE**. As a recent graduate of Bachelor of Secondary Education, Major in Filipino, from Visayas State University – Main Campus, I am eager to apply my skills and knowledge in an administrative role within your esteemed institution.

Although I do not have work experience, my academic background has equipped me with valuable skills such as organization, time management, and basic computer proficiency in Microsoft Office tools. I also have a strong attention to detail and the ability to adapt quickly to new environments.

My resume and other relevant documents are attached to this letter for your consideration. I would be pleased to discuss my application further, and I am available for an interview at your convenience. You may reach me at 09500403098 or [angelmelodyorapa111301@gmail.com](mailto:angelmelodyorapa111301@gmail.com).

Thank you for considering my application. I am excited about the opportunity to contribute to your school and support its mission.

Sincerely,

  
Angel Melody C. Orapa