

April 20, 2025

**DR. PROSE IVY G. YEPES**

University President  
Visayas State University  
Baybay City, Leyte

Ma'am:

I am writing to express my interest in applying for the position of Administrative Aide IV in your esteemed office. I hold a degree from Visayas State University, and through my academic and professional experiences, I have developed a range of skills that I believe will enable me to integrate well with your organization's culture. Additionally, I have obtained my Certificate of Eligibility from the Civil Service Commission.

I have accumulated nine (9) years of experience as a clerk, where I honed my organizational, clerical, and communication skills. Throughout my tenure, I became proficient in office management, record-keeping, and supporting daily administrative tasks. My proficiency in computer applications, knowledge of modern word processing software, and strong communication skills further enhance my ability to contribute effectively to your team. I am also open and eager to undergo any additional training necessary to meet the specific needs of the position.

Enclosed with this letter is my personal data sheet for your review and consideration. I would greatly appreciate the opportunity to further discuss my application in an interview at your convenience.

Thank you for considering my application. I look forward to the possibility of contributing to your organization.

Sincerely yours,



JUNEIL B. BAGARINAO