

ROLAN C. RICARTE

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April 16, 2025

RAYMUND M. IGCASAMA

University Registrar
Visayas State University
Visca, Baybay City, Leyte

Subject: Application for Administrative Aide III Position (Clerk I)

Dear Sir Igcasama,

I am excited to apply for the Clerk I (Admin) position at [Company Name]. With a strong background in administrative support and office management, I am confident that my skills will contribute to the efficiency and organization of your team.

Throughout my experience, I have developed expertise in document processing, scheduling, and data entry, ensuring seamless daily operations. My proficiency in Microsoft Office and other administrative tools has enabled me to accurately maintain records, handle correspondence, and assist in office coordination. Additionally, my ability to multitask and work collaboratively allows me to support teams effectively, ensuring a productive workplace.

I take pride in my attention to detail, organizational skills, and dedication to streamlining processes. I am eager to bring this commitment to the University Registrar, assisting in administrative functions that drive operational success. I would welcome the opportunity to discuss how my skills align with your team's needs.

Enclosed is my resume for your review. I appreciate your time and consideration and look forward to the possibility of contributing to your organization. Please feel free to contact me at your convenience.

Sincerely,



Rolan C. Ricarte