

November 26, 2024

DR. LYNETTE C. CIMAFRANCA

Head, Department of Food Science and Technology
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Cimafranca,

Good day.

I am Christine Gay B. Cala, a 27-year-old resident of Barangay Marcos, Baybay City, Leyte, and a graduate of the Bachelor of Science in Environmental Management program at Visayas State University, Visca, Baybay City, Leyte.

I recently learned that your office is seeking applicants for the position of Administrative Aide. After thoroughly reviewing the qualifications and responsibilities required for the role, I am confident in my ability to contribute effectively to your team and would like to express my interest in the position formally.

I have worked as a clerk and dDRC in the Department of Pest Management for a year. With my academic background, knowledge, and relevant job experience, I am well-prepared to meet the demands of this role. If given the opportunity, I would be honored to bring my expertise and dedication to your workplace.

Please find my resume attached for your reference. I would greatly appreciate the opportunity to discuss my application further and am available for an interview at your convenience. You may contact me via email at christine.cala@vsu.edu.ph or by phone at 0961 968 1412.

Thank you for your time and consideration. I look forward to the possibility of contributing to Visayas State University.

Sincerely,


Christine Gay B. Cala
Applicant