

Lheslyn P. Bagarinao
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August 12, 2025

HONEY SOFIA V. COLIS
Director, HRMD
Visayas State University
Visca, Baybay City, Leyte

Dear Ma'am Colis,

Greetings!

I am Lheslyn P. Bagarinao, writing to express my interest in the position of Administrative Aide VI (Clerk III) with Plantilla Item No. ADA3-171-2004 at your university. I am a recent graduate of the Bachelor of Science in Agribusiness, and I am eager to contribute by providing reliable administrative and clerical support.

During my undergraduate studies, I developed a strong sense of responsibility through various academic tasks that required time management, accuracy, and effective communication—skills that are valuable in any administrative role and which I am eager to apply and further develop in a clerical position.

As a fresh graduate, I may not yet have extensive work experience, but I am highly motivated, quick to learn, and committed to excellence and integrity. I am confident that my eagerness to contribute, coupled with my educational background, will allow me to effectively support your office's administrative functions.

Attached herewith are my documents, including my Personal Data Sheet, Diploma, TOR, and Training Certificates, for your review. I would greatly appreciate the opportunity to further discuss how I can be of service to your office. Thank you for considering my application.

Sincerely,



LHESLYN P. BAGARINAO