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**National Coconut Research Center-Visayas**  
Visayas State University – Main Campus

Dear Sir/Madam,

Good day!

I am writing to express my interest in applying for the position of **Administrative Aide VI** in your esteemed office. I am a graduate of Bachelor of Science in Biology, major in Ecology, and I am eager to begin my professional journey in public service by contributing to the efficient and effective operations of your department.

Although I have not yet taken the Civil Service Examination, I am fully committed to taking the next scheduled exam to obtain the required eligibility. I am a highly organized individual with a strong sense of responsibility, attention to detail, and willingness to learn. My academic background has equipped me with excellent time management, communication, and research skills, which I believe would be valuable in supporting the administrative functions of your office.

I am confident that with the opportunity, I can perform the duties of an Administrative Aide VI with dedication and integrity. I am also open to training and further development to better serve in the role.

Attached are my resume and other documentary requirements for your review. I would be grateful for the opportunity to further discuss how I can be an asset to your team.

Thank you for considering my application. I look forward to the possibility of working with your office.

Sincerely,  
**Karmel M. Benitez**