

August 11, 2025

ATTY. RYSAN C. GUINOCOR,
Director
Administrative Service Office
VSU, Visca, Baybay City, Leyte

Dear Atty. Rysan C. Guinocor,

Good Day!

I am writing to express my sincere interest in the Admin Aide III position at your esteemed office. My name is Reina Silao Arabiana, and I am a 41-year-old married mother of three children. I have attached my updated resume and Personal Data Sheet (PDS) for your consideration.

As a mother and breadwinner, I face challenges in supporting my family's needs, and I am eager to find a stable job that will enable me to provide for their daily needs and support their education.

I would be delighted to discuss my qualifications further. I hope that you will consider me as a possible candidate for the possible job. I am available for an interview at your convenience.

Thank you for considering my application.

Sincerely,

Reina Silao Arabiana
09203599225