

July 8, 2024

MR. JEROME O. ARRIBADO

Director, Eco-Farm & Resource Management Institute
Visayas State University
Visca, Baybay City, Leyte

Dear **Mr. Arribado**,

Good day!

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

I recently came across the announcement that the Eco-Farm & Resource Management Institute is in search of an Administrative Aide. After carefully considering the requirements and responsibilities of the position, I am confident in my ability to contribute effectively to your team and would like to express my sincere interest in applying.

Given my knowledge and skills, and my job experience, I am equipped with the necessary tools to meet the demands of this role. If given the opportunity, I would be honored to bring this level of accomplishment to your workplace.

Attached herein is my resume for your reference. I would be very willing to submit for an interview at your most convenient time. Please feel free to contact me through this email, christine.cala@vsu.edu.ph or through this mobile no. 09619681412.

I appreciate you taking the time to review this application, and I hope to hear from you soon.

Thank you and God bless!

Sincerely Yours,


Christine Gay B. Cala