

October 08, 2025

DARIO P. LINA

Director, NSTP

Visayas State University

Visca, Baybay City, Leyte

Dear Mr. Lina:

Greetings!

I am writing to express my interest in the position of Administrative Aide III (Clerk I) in your esteemed office. I am Jonna Mae T. Caube, a graduate of the Bachelor of Arts in English Language Studies at Visayas State University.

Although I have no formal work experience yet, I am able to help with record keeping, and other tasks in the office. I am eager to support the team with accuracy and reliability.

I am open to training, willing to work in university and available to start immediately. My academic background has also equipped me with strong communication and record-keeping skills that I believe are valuable for this role. I am confident that my dedication and eagerness to learn will allow me to perform effectively.

Please feel free to contact me at your convenience if you require any additional information regarding my application. I am committed to responding promptly and remain hopeful for the favorable consideration of my application.

Thank you very much for your time and attention.

Respectfully yours,

JONNA MAE T. CAUBE

Applicant

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