

**Basco, Ma. Fe O.**

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**CRISLIN B. CRUZ-CORTEZ**

Director

Business and Resource Generation Office

Visayas State University

Visca, Baybay City, Leyte

Dear Madam,

Greetings!

I am writing to express my interest in the position of **Administrative Aide VI (Clerk III)** at the Business and Resource Generation Office of Visayas State University. As a fresh graduate of Bachelor of Science in Economics, and with professional eligibility, I am eager to begin my professional journey and contribute to the efficient operations of your office. I am willing to start my career in this role, where I can grow, gain meaningful experience, and develop my skills further.

Through my academic training and internship experience at DENR-EMB Region VIII, Finance and Administrative Division, I acquired skills in clerical tasks, records management, and the use of office applications. I have also developed strong organizational and communication abilities, along with a commitment to accuracy, reliability, and teamwork which are qualities that I believe are essential for this position.

I am confident that my dedication, adaptability, and eagerness to learn will allow me to be a valuable support to your office. I would be truly grateful for the opportunity to contribute to the Business and Resource Generation Office and to grow as a young professional at Visayas State University.

Thank you very much for considering my application. I look forward to the opportunity to discuss how I can be of service to your office.

Respectfully yours,

**Ma. Fe O. Basco**