

LOVELY JOY M. PACATE

Maybog, Baybay City, Leyte

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0948-9422-920

October 13, 2024

JULIUS V. ABELA

Head

University Disaster Risk Reduction and Management, Safety and Security Office

Visayas State University

Visca, Baybay City, Leyte

Dear Mr. Abela,

Good day!

I am writing to express my interest in the Administrative Aide III (Clerk I) position in your office. Although I am new to the workforce, I am eager to learn and contribute to your team with my strong work ethic and enthusiasm.

I recently completed my Bachelor's degree in Secondary Education from Visayas State University, where I gained foundational knowledge and honed my skills. I am adept at managing tasks efficiently and can quickly adapt to new software and systems. I am committed to learning and growing within the field.

I would appreciate the opportunity to discuss how I can support your team and be the best fit for the available position. I look forward to hearing from you soon. You can contact me at 0948-9422-920 or email me at lovelypacate07@gmail.com to discuss my application further.

Respectfully yours,

Lovely Joy M. Pacate

Applicant