

To,
RENEZITA S. COME
Dean
Faculty of Forestry and Environmental Science
Visayas State University
Visca, Baybay City, Leyte

Subject: Application for the Position of Administrative Aide III (Clerk I) ADA3-191-2004

Dear Ma'am/Sir,

I am writing to apply for the position of **Administrative Aide III (Clerk I)**, with a plantilla number, **ADA3-191-2004**, at your esteemed organization. With organizational and multitasking skills, I am eager to contribute to the smooth functioning of your office operations.

I recently accomplished my **Bachelor's Degree in Secondary Education (Mathematics)** at the Visayas State University and have gained an experience in catering persons and handling multiple tasks. I am proficient in Microsoft Office Suite and Google Workspace and can quickly adapt to new systems.

My strengths include effective communication and problem-solving abilities. I enjoy supporting teams, streamlining processes, and maintaining accuracy in all tasks.

I would be grateful for the opportunity to join your administrative team and contribute to the efficiency and success of your organization.

Thank you for your time and consideration. God bless!

Sincerely,
Grace P. Rubillos