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August 11, 2023

**HONEY SOFIA V. COLIS**

HRMO Director  
Visayas State University  
Visca, Baybay City, Leyte


Dear Ma'am,

I am writing to you to express my desire to serve as an Administrative Aide VI (Clerk III) or any vacant position that I am suitable for in your respected institution. I am a graduate of Visayas State University- Baybay Campus with a Degree of Bachelor's in Elementary Education, and now a Licensed Professional Teacher as one of the March 2023 LET Passers.

Though I don't yet have experience managing the day-to-day tasks and functions of a modern office, I have transferrable administrative skills from my experience as a student teacher. I believe that my knowledge and effective MS Office and communication skills will help me contribute a great deal to your administration. Above all, I possess the interest and great determination to perform well in the position you are offering.

I appreciate your time in reviewing this letter and I'd love the opportunity to talk further about your objectives and ideas for the office. If you have any questions or need any additional information, please feel free to contact me.

Sincerely yours,

  
**ERRA MAE M. BATES**  
*Applicant*