

**Cindy Cañete Pastrana**

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**Ms. Honey Sofia V. Colis**

Director (HRMD)  
Visayas State University – Baybay Campus  
Barangay Pangasugan  
Baybay City, Leyte, 6521 Philippines

Dear Ms. Colis,

I am writing to express my interest in the Administrative Aide IV (Clerk II) position at Visayas State University, as advertised on the Civil Service Commission website. I hold a Bachelor of Science in Entrepreneurship and am a Civil Service Professional eligible since March 2024. With six months of experience as an office staff, I am eager to contribute my skills and dedication to your team.

In my previous role, I was responsible for managing office files, coordinating office activities, and handling various administrative tasks. These experiences have honed my organizational and communication skills, which I believe align well with the requirements of the Administrative Aide IV position.

I am confident that my educational background and practical experience make me a suitable candidate for this role. I am enthusiastic about the opportunity to contribute to Visayas State University and am available for an interview at your earliest convenience.

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to your team.

Sincerely,

Cindy Cañete Pastrana