

Clarence D. Eralino

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University Registrar

Visayas State University
Visca, Baybay City, Leyte

Dear Ms. Colis:

Good day!

I am writing to express my interest in the position of Administrative Aide IV in the University Registrar's Office. As a graduate of Bachelor of Science in Agribusiness from Visayas State University, I am eager to contribute my administrative skills and dedication to supporting the operations of your esteemed office. During my time as a student assistant at the University Registrar, I gained valuable experience in handling academic records, assisting with enrollment procedures, and managing clerical tasks with accuracy and confidentiality. These experiences, coupled with my strong organizational skills and keen attention to detail, have prepared me well for this role. I am confident in my ability to efficiently perform administrative duties and contribute to the smooth delivery of services within the Registrar's Office. I would be grateful for the opportunity to further discuss how my background aligns with the needs of your department. Thank you for considering my application.

Respectfully,
Clarence D. Eralino