

RB PASCUAL BONGOT  
Gabas Baybay City, Leyte  
6521 Philippines  
[rbpascualbongot@gmail.com](mailto:rbpascualbongot@gmail.com) / +63 960 306 4044  
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CRISLIN B. CRUZ-CORTEZ  
Director  
Business and Resource Generation Office  
Visayas State University  
Visca, Baybay City, Leyte

Mabuhay!

I am writing to express my interest in Administrative Aide VI (Clerk III) position at Business and Resource Generation Office-VSU. I recently graduated with a Bachelor of Science in Tourism Management, and I am eager to contribute my knowledge, skills, and passion for hospitality and customer service to your team.

During my academic years, I gained strong foundations in tourism operations, customer relations, and service quality. I also completed industry-related training and internship that enhanced my communication, organizational, and problem-solving abilities. These experiences prepared me to deliver excellent service, adapt to dynamic environments, and work effectively with diverse individuals.

I am enthusiastic about the opportunity to be part at Business and Resource Generation Team, known for its commitment to excellence in the tourism and hospitality industry. I am confident that my dedication and willingness to learn will allow me to be a valuable asset to your team.

I would greatly appreciate the opportunity to discuss how my background and passion align with your goals. Thank you for considering my application. I look forward to the possibility of contributing to your organization's success.

Sincerely,  
Rb Pascual B. Bongot