

ROSE AVE I. LORETO

Brgy. Patag, Baybay City, Leyte

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February 5, 2025

QUEEN-EVERY Y. ATUPAN

Head, Cashiering

Visayas State University

Visca, Baybay City, Leyte

Dear Ma'am Atupan,

I am writing this letter to address my willingness to apply for the vacant position at Visayas State University – Cash Office which is **Administrative Aide III (Clerk I)**. I knew this job opportunity through VSU Website.

I am Rose Ave I. Loreto, 23 years old from Baybay City, Leyte. I am a graduate of Bachelor of Science in Agribusiness at Visayas State University on August of 2024.

I will assure you that I will do my best and apply my learnings both knowledge and skills during my college life. Moreover, I am willing to learn new things through seminars, trainings, and others that could best meet and support your standards. I have high regard for quality work and I take responsibilities assigned to me with due care and diligence. I do have a good communication, interpersonal and leadership skills as well.

I have also my credentials for you to know me better. I can also be reached anytime through this contact **09518516256** or via email at **roseaveloreto@gmail.com**. I am hoping that you'll consider my application.

Thank you.

Respectfully yours,

ROSE AVE I. LORETO

Applicant