

September 2, 2025

CRISLIN B. CRUZ-CORTEZ

Director
Business and Resource Generation Office
Visayas State University
Visca, Baybay City, Leyte

Noted:

HONEY SOFIA V. COLIS

Director, HRMD

MOISES NEIL V. SERIÑO

Vice President for Administration and Finance

Dear Ma'am,

I am writing to express my interest in the position of Administrative Aide VI (Clerk III) at the Business and Resource Generation Office. I am enthusiastic about the opportunity to contribute to your office, which plays a vital role in generating and managing resources to support public service initiatives. I believe that my educational background, combined with my personal qualities and strong work ethic, makes me a suitable candidate for this position.

I graduated Cum Laude from Visayas State University with a degree in Bachelor of Secondary Education, majoring in Social Studies. I am also a Licensed Professional Teacher. While my previous work experience is not directly related to administrative tasks, it has helped me develop essential attributes such as adaptability, discipline, attention to detail, and a strong work ethic—skills that I believe are transferable and highly relevant to the responsibilities of a Clerk III.

I am a fast learner, dependable, and committed to delivering quality work. I also possess strong organizational skills and can work well both independently and as part of a team. I am confident that, with proper guidance and training, I will be able to contribute meaningfully to the day-to-day operations of your office and uphold the standards of your department.

Attached to this letter are my Personal Data Sheet (PDS), resume, and other necessary supporting documents for your review. I would appreciate the opportunity to further discuss how I can be of service to your office.

Thank you very much for considering my application. I look forward to the possibility of contributing to your team.

Respectfully yours,

GRACE R. PEÑAFIEL

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