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HONEY SOFIA V. COLIS

HRMO Director
Visayas State University
Visca, Baybay City, Leyte

Dear Ma'am,

I am writing to you to express my desire to serve as an Administrative Aide VI (Clerk III) or any vacant position that I am suitable for in your respected institution. I am a graduate of Visayas State University- Baybay Campus with a Bachelor's Degree in Elementary Education.

Though I don't yet have experience managing the day-to-day tasks and functions of a modern office, I have transferrable administrative skills from my experience as a student teacher. I believe that my knowledge and effective MS Office and communication skills will help me contribute a great deal to your administration. Above all, I possess the interest and great determination to perform well in the position you are offering.

I appreciate your time in reviewing this letter and I'd love the opportunity to talk further about your objectives and ideas for the office. If you have any questions or need any additional information, please feel free to contact me.

Sincerely yours,



ERRA MAE M. BATES

Applicant