

**Cerilo Villocino Soria**

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Application Letter

Position: Administrative Aide VI (Clerk III)

Plantilla No: ADA6-98-2004

Human Resource Department

Visayas State University

Visca, Baybay City Leyte

Dear Ma'am/Sir

I am writing this letter to express my interest in the Administrative Aide VI (Clerk III) Position posted on the VSU portal. As a VSU alumnus a graduate of BS in Agribusiness in this University. I am excited for the opportunity to work with the very institution that helped me shape who I am today and share my knowledge and experience.

I have gained substantial experience that I think would greatly help in the position I am applying for. Through my previous position as Site Supervisor or as Administrative Officer I've gained clerical and administrative experience as well as managing day to day operations, handling documents, performing routine daily office task, well adapted working with minimal supervision. I am also well proficient in office software's and am familiar with most office equipments.

I am enthusiastic about the possibility of joining your team and contributing to the continued success of Visayas State University. I hoping to hear from you.

Best regards,

Cerilo Villocino Soria