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Maria Vanessa E. Gabunada

Dean

Faculty of Humanities and Social Sciences

Visayas State University

Visca, Baybay City, Leyte

Subject: Application for Administrative Aide III / Clerk I Position

Dear Ma'am Maria Vanessa,

I am writing to express my interest in the Administrative Aide III/Clerk I position at the Faculty of Humanities and Social Sciences. With my background in administrative work, combined with my strong organizational and communication skills, I am confident in my ability to contribute effectively to your office.

I previously worked as a Branch Secretary, where I was responsible for managing office records, handling communications, and supporting daily administrative operations. I also gained experience as a Student Visa Associate, which involved processing documentation, coordinating with clients, and ensuring compliance with visa application procedures. These roles helped me develop strong attention to detail, multitasking abilities, and a customer-focused approach.

In addition, I am a Civil Service Professional Exam passer, making me eligible for government service under the Career Service (Professional) eligibility.

I am proficient in office tools such as Microsoft Word, Excel, and email platforms, and I'm comfortable handling clerical tasks. I am eager to bring my skills and dedication to your team and contribute to efficient and organized office operations.

Attached are my resume and other pertinent documents for your review. I would greatly appreciate the opportunity to further discuss how I can be of service to your office. I am available for an interview at your convenience and can be reached through the contact details above.

Thank you for considering my application. I look forward to the opportunity to speak with you.

Sincerely,



Ciriemelyn Capa-Bongo

Applicant