

April 19, 2025

**RAYMUND M. IGCASAMA  
UNIVERSITY OF REGISTRAR  
VISAYAS STATES UNIVERSITY  
VISCA, BAYBAY CITY, LEYTE**

Dear Madam;

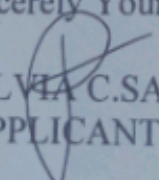
Greetings!

I am **SYLVIA C. SAOY** single 31 yrs. old, a resident of Brgy, Danao Mac Arthur Leyte. I am writing this letter to your good office to express my willingness to apply for **ADMINISTRATIVE AIDE III (CLERK I)**. I am extremely interested in contributing as a part in your department. I can assure you that, I possessed all the qualifications that you needed.

I believe that my degree in Bachelor of Elementary Education has equipped me to become competent and efficient for this field of work. I am also physically fit and mentally prepared for the tough situation faced in the job.

I am looking forward to your positive response. Thank you and God Bless!

Sincerely Yours,

  
**SYLVIA C. SAOY  
APPLICANT**



Shot on Y15  
Vivo AI camera