

September 17, 2025

**MARLON G. BURLAS**

Head  
Power Plant and Electrical Services  
Visayas State University  
Visca, Baybay City, Leyte

Dear **Sir Burlas**,

Good day and my warmest greetings!

I am writing to express strong interest in the Administrative Aide III position at Power Plant and Electrical Services Office, Visayas State University. With the degree in Bachelor of Science in Agricultural Engineering, I am eager to bring my skills and enthusiasm to your office.

Throughout my academic and professional experience, I have developed competencies in clerical works. I am confident that my dedication, willingness to learn, and commitment to excellence would make me a valuable addition to your organization. I am eager to contribute positively and grow within Power Plant and Electrical Services Office, Visayas State University.

Thank you for considering my application. I look forward to the possibly of discussing how my background and skills can meet the needs of your office.

Very respectfully yours,

**REYNALDO F. SACRO JR.**