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November 4, 2024

Dr. Arturo E. Pasa
College Dean
College of Forestry & Environmental Sciences
Visayas State University
Baybay City Leyte

Dear Dr. Pasa,

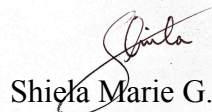
I am writing to express my sincere interest in the position of Administrative Aide III (Clerk I) at the College of Forestry & Environmental Sciences, Visayas State University (VSU), Baybay. With a Bachelor of Science in Agribusiness, graduating with honors, as well as a solid foundation in administrative tasks and data management, I am eager to contribute to the College's goals by ensuring effective, organized, and streamlined operations.

In my academic journey, I gained hands-on experience in clerical and administrative responsibilities through internships and training programs, where I developed key skills in record-keeping, data entry, and document organization. My exposure to these tasks has equipped me with a keen eye for detail, proficiency in office software, and a strong sense of accountability. I understand that accuracy and reliability in handling records are vital to supporting the academic and operational processes within a university setting, and I am dedicated to upholding these standards as part of your team.

What particularly draws me to this position is the College of Forestry & Environmental Sciences' commitment to sustainability and environmental education, which I deeply respect. I believe that my skills in administration, combined with my interest in environmental stewardship, position me well to contribute positively to your team. As an organized, detail-oriented, and proactive individual, I am confident in my ability to provide efficient support to the faculty and students, facilitating a smooth flow of office operations.

Thank you for considering my application. I am enthusiastic about the opportunity to contribute to the College of Forestry & Environmental Sciences and to support VSU's mission. I look forward to the possibility of discussing how my background, skills, and commitment to service align with your needs.

Sincerely,



Shiela Marie G. Nuñez
Administrative Aide III (Clerk I) Applicant