

**ABIGAILE ROSE A. BERONILLA**

Tabgas, Albuera, Leyte

[abigaileberonilla97@gmail.com](mailto:abigaileberonilla97@gmail.com)

09056840198

April 17, 2025

**RAYMUND M. IGCASAMA**

University Registrar

Visayas State University

Visca, Baybay City, Leyte

Dear Sir,


Good day!

I am Abigaile Rose A. Beronilla, a graduate of Bachelor of Elementary Education from Visayas State University. I am writing to express my interest as an applicant for **ADMINISTRATIVE AIDE III POSITION (Clerk I)** where I can apply my knowledge, grow professionally, and contribute to your team.

Although my formal work experience was related to teaching, I am eager to learn and ready to take on new challenges. During academic years, I have developed strong communication, leadership and technical skills through various projects and extracurricular activities.

I would be grateful for the opportunity to further discuss how I can be a valuable asset to your team. Thank you for your time and consideration.

Sincerely,



**ABIGAILE ROSE A. BERONILLA**

Applicant