

August 31, 2025

CRISLIN B. CRUZ-CORTEZ

Director

Business and Resource Generation Office

Visayas State University

Visca, Baybay City, Leyte

Dear Ms./Mrs. Cortez;

I am writing to express my sincere interest in the ADMINISTRATIVE AIDE VI POSITION (Clerk III) position at Visayas State University Main Campus, as recently posted on the CSC Job Portal website. As a proud graduate of Visayas State University with a degree in Bachelor of Science in Forestry (Cum Laude), I am eager to contribute my skills, knowledge, and dedication to the continued excellence of your institution.

My academic training and field experiences have equipped me with strong organizational and technical skills that are valuable in administrative work. Throughout my undergraduate years, I was actively engaged in research, field activities, and reporting tasks that honed my ability to manage documents, prepare reports, and work efficiently under pressure. These experiences strengthened my attention to detail, time management, and adaptability qualities that I believe are essential for the role of a Clerk III.

Beyond academics, I also serve as a member of the Sangguniang Kabataan in Bitanluan, Baybay City, Leyte, where I have gained practical experience in public service, community coordination, and record-keeping. This role has taught me responsibility, leadership, and effective communication with various stakeholders. I believe these skills align well with the requirements of the position and will allow me to perform administrative functions with professionalism and commitment.

It would be a privilege to begin my professional career at my alma mater, Visayas State University, and contribute to its mission of academic excellence and public service. I am confident that my educational background, combined with my leadership and service experiences, will enable me to become a reliable and efficient addition to your team.

I would be honored to discuss how I can contribute to your team's objectives. I am available at your convenience for an interview and can be reached through **09218525807** or semajtabat03@gmail.com.

Thank you for considering my application. I look forward to the opportunity to serve Visayas State University with integrity, dedication, and passion.

Sincerely,

James Sundayon Tabat

Applicant

Bitanhuan, Baybay City, Leyte

09218525807

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