

April 8, 2025

MARIA ROBERTA S. MIRAFLOR

Head, Records Management and Archives
Visayas State University
Visca, Baybay City, Leyte

Dear Ms. Miraflor,

Good day.

I am Christine Gay B. Cala, a 28-year-old resident of Barangay Marcos, Baybay City, Leyte. I graduated from the Bachelor of Science in Environmental Management program at Visayas State University, Visca, Baybay City, Leyte.

I recently learned that the Records Management and Archives is seeking applicants for the Administrative Aide VI position. After thoroughly reviewing the qualifications and responsibilities required for the role, I am confident that I can contribute effectively to your team and express my interest in the position formally.

I have worked as a clerk and dDRC at Visayas State University for almost four (4) years. With my academic background, knowledge, and relevant job experience, I am well-prepared to meet the demands of this role. I would be honored to bring my expertise and dedication to your workplace if given the opportunity.

Please find attached my resume along with the other required documents for your reference. I would greatly appreciate the opportunity to discuss my application further and am available for an interview at your convenience. You may contact me via email at christine.cala@vsu.edu.ph or by phone at 0961 968 1412.

Thank you for your time and consideration. I look forward to the opportunity to contribute to your esteemed office.

Sincerely,



Christine Gay B. Cala
Applicant