

September 1, 2025

CRISLIN B. CRUZ-CORTEZ

Director
Business and Resource Generation Office
Visayas State University
Visca, Baybay City, Leyte

Dear Dir. Cortez,

I am writing to formally express my interest in applying for the position of Administrative Aide VI. I am confident that my background, work ethic, and relevant administrative experience make me a strong candidate for the role.

As a Clerk/Computer Operator II at Visayas State University, I have cultivated a strong foundation in office operations and technical support. In this role, I have demonstrated the ability to work independently and as part of a team, maintain attention to detail, and meet deadlines effectively. My solid grasp of Microsoft Office programs and other digital tools enhances my capacity to support daily administrative functions.

I hold a Bachelor of Arts in English Language from Visayas State University, which has equipped me with strong communication skills and a high level of professionalism. Additionally, I have been assigned to support the Office of the Vice President for Administration & Finance, where I gained valuable experience in budget-related tasks and administrative functions. This assignment allowed me to handle documents related to financial planning, disbursement tracking, and budget monitoring, further enriching my competencies in a structured and confidential work environment.

I am committed to contributing meaningfully to your office. I take pride in my ability to handle responsibilities with integrity, diligence, and accountability. My professional experience and administrative capabilities align well with the demands of the positions I am applying for.

Thank you for considering my application.

Sincerely yours,


ELVIE D. BALBARINO