

November 24, 2023

**DR. DILBERTO O. FERRAREN**

Vice President for Planning

Office of the Vice President for Planning, Resource Generation & Auxiliary Services

Visayas State University

Dear **Dr. Ferraren**,

Good Day!

I am Christine Gay B. Cala, a resident of Brgy. Marcos, Baybay City, Leyte, 26 years old, and a graduate of Bachelor of Science in Environmental Management at Visayas State University, Visca, Baybay City, Leyte.

I recently came across the announcement that the Office of the Vice President for Planning, Resource Generation & Auxiliary Services is in search of an Administrative Aide. After carefully considering the requirements and responsibilities of the position, I am confident in my ability to contribute effectively to your team and would like to express my sincere interest in applying.

Given my knowledge and skills, and my job experience, I am equipped with the necessary tools to meet the demands of this role. If given the opportunity, I would be honored to bring this level of accomplishment to your workplace.

Attached herein is my resume for your reference. I would be very willing to submit for an interview at your most convenient time. Please feel free to contact me through this email, [christine.cala@vsu.edu.ph](mailto:christine.cala@vsu.edu.ph) or through this mobile no. 09619681412.

I appreciate you taking the time to review this application, and I hope to hear from you soon.

Thank you and God bless!

Sincerely Yours,

  
Christine Gay B. Cala