

ROSE AVE I. LORETO

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October 16, 2025

QUEEN-EVER Y. ATUPAN

Head, Cashiering Office

Visayas State University

Visca, Baybay City, Leyte

Dear ma'am Atupan,

I am writing this letter to address my willingness to apply for the vacant position at Visayas State University – Cashiering Office which is **Administrative Aide III**. I knew this job opportunity through HRIS.

I am Rose Ave I. Loreto, 24 years old from Baybay City, Leyte. I graduated last August 07, 2024 from Visayas State University with the degree of Bachelor of Science in Agribusiness. I believe that I am equipped and ready to take on the responsibilities. I have enhanced my management and communication skills from my previous work at DA-PhilRice as an Enumerator and Encoder. I was able to adapt quickly regardless of the situations that were outside my field. I am confident that I am able and will be flexible on anything new to me.

I am willing to learn new things through seminars, trainings, and others that could best meet and support your standards. I have high regard for quality work and I take responsibilities assigned to me with due care and diligence.

Thank you.

Respectfully yours,


ROSE AVE I. LORETO
Applicant