

April 23, 2025

**VICENTE A. GILOS**

University Learning Commons (Library)  
Visayas State University

**Dear Sir Gilos:**

A pleasant morning to you. I am writing to express my interest in the Administrative Aide IV (Clerk II) position. I graduated with a Bachelor of Secondary Education major in Social Studies here in our reputed University.

As a highly organized and detail-oriented individual, I possess the administrative skills and knowledge required to provide effective administrative support. My expertise includes proficiency in Microsoft Office applications, experience with record-keeping and data management, and excellent communication and interpersonal skills.

In my previous job as an administrative aide III in the VSU Quality Assurance Center (QAC), I have gained experience in providing administrative support and managing records and documents. I am confident that my administrative expertise and experience would enable me to make a valuable contribution to the project team.

Thank you for considering my application. Please feel free to contact me on my email [janice94petalcorin@gmail.com](mailto:janice94petalcorin@gmail.com) and on my phone number 09073116499.

Respectfully,

  
JANICE L. PETALCORIN  
Applicant