

September 2, 2025

Dear Ma'am/Sir,

I am writing to apply for the position of Administrative Aide (Clerk) in your esteemed office. Although I may not have formal work experience in an administrative role, I am eager to contribute and learn, and I possess the qualities necessary to be a reliable and effective support staff member.

I am a fast learner, organized, and committed to performing tasks with accuracy and efficiency. I am a Bachelor of Culture and Arts Education fresh graduate from Visayas State University-Main Campus

I am enthusiastic about the opportunity to work in your office and contribute to its daily operations. I am confident that, given the chance, I will quickly adapt to the work environment and become a dependable member of your team.

Thank you for considering my application. I am available for an interview at your convenience and can be reached

Sincerely,  
Rodora R. Paraiso