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June 4, 2023

Honey Sofia V. Colis
OIC Director, ODHRM
Visayas State University
Baybay City, Leyte

Dear Ma'am,

I am writing to you to express my desire to serve as an Admin Aide IV in your respected institution. I am a graduate from Visayas State University- Baybay Campus with BS in Elementary Education, Cum Laude, and now a Licensed Professional Teacher as one of the March 2023 LET Passers.

Though I don't yet have experience managing the day-to-day tasks and functions of a modern office, I have transferrable administrative skills from my experience as a student teacher. I believe that my knowledge and effective MS Office and communication skills will help me contribute a great deal in your administration. Above all, I possess the interest and great determination to perform well in the position you are offering.

I appreciate your time in reviewing this letter and I'd love the opportunity to talk further about your objectives and ideas for the office. If you have any questions or need any additional information, please feel free to contact me.

Sincerely yours,


ERRA MAE M. BATES
Applicant