

10/06/2025

The Human Resource Management Office
Visayas State University
Visca, Baybay City
6521, Leyte, Philippines

Subject: Application for Administrative Aide III (Clerk I) Position

Dear Sir/Madam:

I am Eugene J. Aquino, a fresh graduate of the Bachelor of Science in Agribusiness, and I wish to formally apply for the position of Administrative Aide III (Clerk I) at Visayas State University.

During my last two years in college, I served as Secretary of the Society of Agribusiness Students, where I gained experience in clerical tasks such as recordkeeping, preparing documents, drafting minutes, and handling correspondence. This experience has equipped me with the organizational skills, attention to detail, and professionalism required for the position.

I am eager to begin a career in public service and contribute to the efficient operations of your office. I am available for interview at your convenience and may be reached at 0961-467-1925 or via email at aquinoeugenej@gmail.com.

Thank you for your consideration.

Respectfully yours,

Eugene J. Aquino