

**JUDAH MARIE M. TOREJAS**

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**April 23, 2025**

**VICENTE A. GILOS**

University Learning Commons  
Visayas State University  
Visca, Baybay City, Leyte

Dear Mr. Gilos,

I am writing to apply for the Administrative Aide IV Position at University Learning Commons in Visayas State University.


I graduated from Visayas State University- Main campus with a Bachelor of Arts in English Language Studies degree last August 2024. During my studies, I developed strong communication, critical thinking, and interpersonal skills. I remarkably finish my thesis on ecolinguistics focusing on the use of salience patterns, analyzing how children's book raised environmental awareness amongst readers. I was also an Amaranth staff writer.

I believe my skills and experience align well with the Administrative Aide position. I have an experience in administrative tasks being an SK Chairperson and a marketing associate. I am eager to start the growth of my professional career at my alma matter. Visayas State University was where I had honed my skills and it is where I want to apply those skills and learn more beyond what I know at the moment.

I want to be a part of the university's continuous goal to be globally competitive and I plan to grow as a professional inside of it.

Thank you for considering my application. I look forward to hearing from you.

Respectfully yours,

  
JUDAH MARIE M. TOREJAS  
Job Applicant