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HONEY SOFIA V. COLIS

Director, HRMD

Visayas State University

Baybay City, Leyte

jobs.vsu.edu.ph

Dear Director Colis,

Good day!

I am writing to express my interest in the Administrative Aide VI (Clerk III) position at Visayas State University. As a fresh graduate of Bachelor of Secondary Education major in Science, I am eager to bring my organizational skills, attention to detail, and strong work ethic to contribute to the efficient operations of your office.

During my academic years, I have developed skills in communication, record-keeping, and basic administrative tasks, which I believe will help me perform effectively in this role. I am hardworking, adaptable, and committed to providing reliable support in carrying out office functions.

I would be grateful for the opportunity to be part of your respected institution and contribute to its mission. Attached herewith are my Personal Data Sheet (PDS), Certificate of Eligibility, Transcript of Records (TOR), and Diploma for your review.

Thank you very much for considering my application. I look forward to the possibility of discussing how I can be of service to your office.

Respectfully yours,


CRESILDA MAE A. CAJEDA