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Visayas State University
Baybay City

To Whom It May Concern,

Greetings!

I am writing to express my sincere intent to apply for the Administrative Aide VI (Clerk III) position that aligns with my qualifications and competencies in your good office. As a civil service eligible applicant with Professional Level status, I am confident in my ability to contribute effectively to your department's goals, vision, and commitment to public service.

I am a graduate of Bachelor of Science in Business Administration major in Human Resource Development Management. I also have units earned in Bachelor of Arts in English and Development Communication.

While I am open to any position commensurate with my credentials, I am particularly interested in administrative, human resource, or clerical support roles where I can make meaningful contributions and grow professionally. I am diligent, organized, and capable of handling tasks with minimal supervision. My communication skills, both oral and written, are strong, and I am adept at learning new systems, procedures, and technologies that enhance efficiency and productivity in the workplace.

Throughout my academic and professional experiences, I have cultivated a strong work ethic, a proactive mindset, and a sincere willingness to serve.

Enclosed is my PDS for your review. I am hopeful that you will consider my application favorably. I am willing to attend any examination or interview at your most convenient time. It would be a privilege to discuss in person how I can contribute to your esteemed institution.

Thank you very much for taking the time to consider my application. I look forward to the opportunity of serving and growing with Visayas State University.

Respectfully yours,

ALESSANDRA D. BITUIN

