

Application Letter

Angel Melody C. Orapa

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09500403098
February 3, 2025

QUEEN-EVER Y. ATUPAN

Head, Cashiering
Visayas State University
Visca, Baybay City, Leyte

Dear Ma'am Atupan,

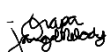
I hope this letter finds you well. I am writing to express my interest in the Administrative Aide III (Clerk I) position at the Cash Office of Visayas State University, as listed under Job Code YLZIBS. As a recent graduate of Bachelor of Secondary Education, Major in Filipino, from Visayas State University – Main Campus, I am eager to apply my skills and knowledge in an administrative role within your esteemed institution.

Although I do not have work experience, my academic background has equipped me with valuable skills such as organization, time management, and basic computer proficiency in Microsoft Office tools. I also have a strong attention to detail and the ability to adapt quickly to new environments.

My resume and other relevant documents are attached to this letter for your consideration. I would be pleased to discuss my application further, and I am available for an interview at your convenience. You may reach me at 09500403098 or angelmelodyorapa111301@gmail.com.

Thank you for considering my application. I am excited about the opportunity to contribute to your school and support its mission.

Sincerely,


Angel Melody C. Orapa