

Application Letter

Position: Administrative Aide I

Cerilo V Soria

Brgy. Gabas Baybay City Leyte
soriacerilo1968@gmail.com

Human Resources Department

Visayas State University
Baybay City, Leyte

Dear Members of the Hiring Committee,

I am writing to express my interest in the Administrative Aide I position in the Institute of Tropical Ecology and Environmental Science at Visayas State University. As a proud VSU alumnus, I am eager to contribute my skills and experiences to support the department's operations.

In my previous roles, I have gained extensive experience in administrative and clerical tasks, including managing records, coordinating schedules, and ensuring efficient office workflows. My background in cashiering and supervisory roles has also equipped me with strong organizational skills, attention to detail, and the ability to work effectively under pressure. These experiences have prepared me to meet the demands of this position and to provide reliable support to the team.

I am deeply familiar with VSU's values and culture, which further motivates me to contribute to its continued success.

Thank you for considering my application.

Sincerely,
Cerilo V Soria