

Kyla A. Acero

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The Department Head

Department of Horticulture

Visayas State University

Baybay City, Leyte 6521

Dear Sir/Madam,

Good day!

I am writing to apply for the Administrative Aide III (Clerk I) position at the Department of Horticulture, Visayas State University. I have completed more than two years of college education and am eager to contribute my skills to your office.

Although I do not have prior work experience, I have developed strong organizational skills, attention to detail, and knowledge in using basic office tools through my academic projects and school activities. I am a fast learner, adaptable, and committed to performing tasks accurately and efficiently.

I am willing to undergo training and comply with all requirements necessary for the position. I believe I can be a dependable member of your team and provide quality service to your department. Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your office.

Sincerely,

Kyla A. Acero