

APPLICATION LETTER

July 21, 2025

ANDY PHIL D. CORTES
Director, Disaster Resilience and Management
Visayas State University
Visca, Baybay City, Leyte

Dear Engr. Cortes,

I am writing to express my interest in the position of Administrative Clerk on your office. I believe I am qualified for this role based on my skills, experience, and strong commitment to public service.

I always aim to act with honesty, professionalism, and respect, especially in working with others. I understand the importance of good service, and I make sure to assist clients and coworkers in a friendly, responsive, and respectful way. I also communicate clearly and effectively, both in writing and in speaking, and I make sure my message is understood.

In terms of office work, I have experience handling records, organizing files, using computers and basic office software, and solving problems by thinking carefully and logically. I am also aware of proper safety, cleanliness, and environmental practices in the workplace.

I would be happy to be part of your team and contribute to your office's goals. I am also willing to learn and grow more in this position.

Thank you for considering my application. I hope to be given the chance to discuss how I can be of service to your office.

Respectfully yours,



REMELITO A. SABEJON
Applicant