

Gemma L. Cabañas
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HONEY SOFIA V. COLIS
Director, HRMD
VSU, Baybay City, Leyte

Dear Ma'am,

I am writing to express my interest in the Administrative Aide III (Clerk I) position at the Department of Business and Management. I am a recent graduate with a Bachelor's Degree in Agriculture, major in Agricultural Economics, and I am eager to apply my organizational and analytical skills to support the efficient operations of your office.

My academic background has equipped me with a strong foundation in data analysis, statistics, and resource management. Through various coursework and projects, I gained experience in preparing reports, handling records, and managing information systematically. These experiences have strengthened my attention to detail, problem-solving skills, and ability to work effectively in a team environment.

In addition, my familiarity with administrative processes and my dedication to accuracy and timeliness make me well-suited for the responsibilities of a Clerk. I am confident that I can contribute to maintaining efficient office operations and supporting the department's goals.

Thank you for considering my application. I look forward to the possibility of contributing to the mission of your office.

Sincerely,
Gemma L. Cabañas