

ANICETA C. BOYONAS  
Poblacion Zone 1  
Baybay City, Leyte July  
3, 2024

**CHARLIE S. ANDAN**  
Head, Department of Meteorology  
Visayas State University  
Visca, Baybay City, Leyte

Dear Sir Andan,

My name is **Aniceta C. Boyonas**, and I am 46 years old. I am from Poblacion Zone 1 in Baybay City, Leyte. I'm writing to express my interest in the Administrative Aide VI post at VSU, Baybay City, which was listed on [jobs.vsu.edu.ph](https://jobs.vsu.edu.ph). With twelve (12) years of experience as a barangay secretary, including administrative duties, and a demonstrated track record of efficiency and performance, I am confident in my ability to contribute effectively to your team.

Throughout my career, I have gained extensive experience managing office operations, planning schedules, and assisting senior officers in our barangay. My experience involves handling confidential correspondence, generating comprehensive reports, and maintaining meticulous records—all while assuring compliance with organizational policies and procedures.

Having recently completed my Bachelor's degree in Bachelor of Secondary Education, I am eager to embark on a career where I can utilize my knowledge and skills to contribute to a dynamic school like VSU. I am confident that my strong work ethic, combined with my passion for providing exceptional administrative support, would make me a valuable addition to the VSU team. I am skilled in using office tools and systems to optimize workflows and increase productivity. Furthermore, Additionally, my strong communication skills, both written and verbal, allow me to effectively interact with colleagues and clients, ensuring smooth and efficient operations.

Enclosed is my resume, which provides additional details about my professional background and achievements. I would welcome the opportunity to discuss how my qualification is align as needed in your good office. Thank you for considering my application. I look forward to the possibility of meeting with you to further discuss this exciting opportunity. You may reach me at this Cp #09675060643. Thank you and more power!

Sincerely,

**ANICETA C. BOYONAS**  
Applicant