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**ROTSSEN B. LABISOIRES**

Head  
Department of Meteorology  
Visayas State University  
Visca, Baybay City, Leyte

RA: Application for Administrative Aide III (Utility Worker II)

Dear Dr. Labisoires,

I am writing to express my interest in the position of Administrative Aide III (Utility Worker II). When reviewing the position requirements, I believe that my skills and experience is a perfect match to this job. I am self-motivated and a quick learner who works hard to ensure that I meet or exceed my job expectations. I just recently finished my BS degree and had since been looking for a position to utilize my organizational and communication skills practically.

With my past work experiences, I have gained a lot of learning's that helped me to develop my skills in administrative services management, documents and record management, use of information and communications technology (ICT), Critical Thinking and Problem Solving and in process management.

I am excited to show you my efficiency and positive attitude. To this end, you may contact me at 0907 329 1606, or send me an email at [marvinbarbosa458@gmail.com](mailto:marvinbarbosa458@gmail.com). Thank you so much for your time and consideration.

Sincerely,

Marvin Barbosa