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To whom it may concern,

I am writing to express my interest in the Administrative Aide position at Visayas State University, Main Campus, Baybay City. With my extensive experience in healthcare administration and clinical operations, I am confident in my ability to provide excellent administrative support to your institution.

Currently, I serve as a Clinic Officer In Charge, where I oversee daily clinic operations, manage staff, handle medical records, and ensure compliance with healthcare regulations. My role has equipped me with strong organizational, problem-solving, and multitasking skills, which I believe are highly transferable to the Administrative Aide position.

My key qualifications include:

- Overseeing administrative functions, including record-keeping and report preparation.
- Coordinating with various departments to ensure smooth workflow and efficiency.
- Managing appointments, handling correspondence, and assisting with document processing.
- Providing excellent customer service to patients, students, and staff.
- Proficiency in office management tools such as MS Office and database systems.

I am eager to bring my administrative expertise, attention to detail, and commitment to efficiency to Visayas State University. I would welcome the opportunity to discuss how my skills can contribute to your team.

Thank you for your time and consideration. I look forward to your positive response.

Sincerely,

ABIGAIL LIPARDO