

Eugene J. Aquino
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Dario P. Lina
Director, NTSP
Visayas State University
Visca, Baybay City, Leyte

Dear Director Lina,

I am writing to express my keen interest in the Administrative Aide III position at Visayas State University under the NTSP

Office. With a strong background in administrative support, organizational skills, and clerical experience, I am confident in my ability to contribute effectively to your team and support the office's goals.

My academic and internship experiences have equipped me with proficiencies in document management, correspondence handling, data entry, and office coordination. I am adept at managing multiple tasks efficiently while maintaining accuracy and attention to detail. Additionally, my ability to communicate clearly and work collaboratively has enabled me to provide reliable support in fast-paced environments.

I am enthusiastic about the opportunity to contribute to the administrative operations at Visayas State University and to assist in advancing the objectives of the NTSP

Office. I look forward to the opportunity to discuss how my skills and dedication align with the requirements of this role.

Thank you for considering my application.

Sincerely,
Eugene J. Aquino