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TONI MARC L. DARGANTES

Director

Planning Office

Visayas State University

Visca, Baybay City, Leyte

Subject: Application for Administrative Aide VI (Permanent)

Dear Sir Toni,

I am writing to express my keen interest in applying for the Administrative Aide VI (Permanent) position at Planning Office at Visayas State University. With my background in administrative and clerical tasks, I believe I can contribute positively to your team and uphold the standards of efficiency and professionalism expected in this role.

I have gained experience in administering essential administrative tasks, including handling correspondence, organizing and maintaining files and records, preparing reports, and assisting in documentation and data entry. Additionally, I have experience providing frontline support to both staff and clients. My ability to maintain accuracy and efficiency in administrative duties has allowed me to contribute positively to previous workplaces.

I am eager for the opportunity to further discuss how my qualifications and skills can support your office's operations. I look forward to the possibility of an interview at your convenience. Thank you for considering my application.

Sincerely,


Alvie Mae E. Marinay