

MARIELL AJOC

Brgy. Ciabu Baybay City, Leyte

Email: mariellajoc25@gmail.com

December 2, 2025

JOEL REY U. ACOB

Director, Quality Assurance

Visayas State University

Visca, Baybay City, Leyte

Dear Sir Acob,

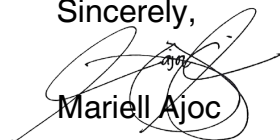
Greetings!

I am writing to convey my interest in the Administrative Aid III position that was posted in your firm. I am Mariell Ajoc, 23 yrs. old. I worked as a student for four years during my undergraduate degree while maintaining good grades. I can work effectively with minimal supervision.

I have a bachelor's degree in Elementary Education. I have experience in performing clerical tasks such as organizing and preparing documents and encoding data. I am confident that my skills and experience in my studies could greatly contribute to your firm. I am also willing to do extra work that you will give me to gain more knowledge. I believe my diverse skills and quick learning ability make me fit for this role.

Thank you for considering my application. I would appreciate the opportunity to discuss my qualifications for your vacant positions in greater detail with you at your earliest convenience.

Sincerely,



Mariell Ajoc