

ELLA JANE C. TAMAYO, ABE

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DR. PROSE IVY G. YEPES

University President

Visayas State University

Baybay City, Leyte

ThRU:

HONEY SOFIA V. COLIS

Director, Human Resource Management Division (HRMD)

President, Visayas State University (VSU) Main

Baybay City, Leyte

Dear President Yepes,

I am writing to express my interest in the Administrative Aide VI position (Clerk III) at Visayas State University (VSU) Main. With my strong background in administrative support and my passion for public service, I am confident that I can make a valuable contribution to the university community.

As a holder of Career Service Eligibility (Professional Level) , I possess the required eligibility for the position. I am well-versed in administrative services management, documents and records management, and process management, which I believe are essential skills for this role. My excellent communication and interpersonal skills enable me to work effectively with colleagues, customers, and clients.


I am committed to exemplifying integrity and professionalism in all aspects of my work. I believe in delivering service excellence by being proactive, responsive, and courteous in my interactions with students, faculty, and staff. I am also adept at adapting to change and promoting a gender-responsive environment.

In my profession as Agricultural and Biosystems Engineer, I aim to apply my skills and knowledge to develop programs and projects that support the university's objectives. I am eager to contribute to the effective management of resources, documents, and records, and to provide excellent service to the university community.

I have attached my resume, which provides further details about my qualifications, experience, and skills. I am excited about the opportunity to join the VSU community and contribute to its mission.

Thank you for considering my application. I look forward to discussing how my skills and experiences align with the needs of your office.

Sincerely,


Engr. Ella Jane C. Tamayo