

ALFE MAE ANN E. MARINAY

Brgy. Gaas, Baybay City, Leyte 6521
alfemae.marinay@gmail.com
09693306117

August 8, 2025

JEFFREY LLOYD L. CAGANDE

Director
Alumni and Community Relations Office
Visayas State University
Visca, Baybay City, Leyte

Dear Sir,

I am writing to convey my sincere interest in the position of ***Administrative Assistant II Position (Media Production Assistant)***, at the ***Alumni and Community Relations Office***. With a solid foundation in administrative work, complemented by creative and technical skills, I am confident in my ability to make a meaningful contribution to your office's goals.

At present, I serve as a Clerk at the General Services Office, where I have strengthened my abilities in administration, organization, and client relations. My previous role as an Accounting Staff at the Local Government Unit further enriched my expertise in records management, financial transactions, and coordinating office processes.

Alongside my government service, I manage a small printing business, where I apply my talents in crafts, design, and the arts, as well as my skills in photo and video editing. This blend of administrative proficiency and creative versatility enables me to handle tasks with accuracy, innovation, and adaptability.

What draws me most to this opportunity is the prospect of working with a respected institution like the ***Alumni and Community Relations Office***, where I can contribute to the efficient delivery of its programs and objectives. I am deeply committed to supporting both the organization's mission and the people it serves.

It would be a privilege to bring my professionalism, adaptability, and dedication to your team. I look forward to the opportunity to further discuss how my qualifications align with your needs. Enclosed are my résumé and supporting documents for your review, and I am happy to provide any additional information you may require.

Thank you for your time and consideration. I hope to have the opportunity to contribute to the continued success of the ***Alumni and Community Relations Office***.

Sincerely,

ALFE MAE ANN E. MARINAY