

May 18, 2022

**MARWEN A. CASTAÑEDA**

Head

OFFICE OF THE UNIVERSITY REGISTRAR

Visayas State University

Visca, Baybay City, Leyte

Dear Ma'am/ Sir,

Good day!

Please accept my enclosed application for the position of Administrative Aide IV at Visayas State University. Having read through your job description, I am thrilled to be applying for this position as my experience and skillset match the requirements you're looking for.

I am a Licensed Agriculturist and currently working as an Information Desk Officer (Job Order status) at the VSU Hospital and designated as Deputy Document Records Controller (dDRC). I believe that my experience demonstrates that I have the ability to perform the major administrative aide duties. As an optimistic and highly motivated person, I am committed to providing quality services for all. I am willing to be trained for me to grow and develop my skills.

I would love to have the opportunity to join the team at your office and use my skills to create an efficient, stress-free office environment. I believe that I can meet and exceed the expectations that you have for this role. I look forward to speaking more with you about my candidacy. Feel free to contact me at any time through this number 0950-373-2838/ 0910-045-4721 or by email at [analisa.amarillo@vsu.edu.ph](mailto:analisa.amarillo@vsu.edu.ph).

Sincerely,



ANALISA P. AMARILLO

Applicant