

March 22, 2020

Visayas State University

VisCA Baybay City, Leyte

Dear sir/ma'am,

I am a detailed-oriented university graduate with a knack for organization, scheduling, and proper documentation. Though I don't have experience managing the day-to-day tasks and function of a modern office. I have transferable skills from my practice teaching. I know I have the talent and get-it-done spirit to be the perfect candidate for the administrative assistant position.

In my job you mentioned that you're looking for someone that must develop programs and project, apply and adapt records management standard, ICT literate, critical thinking and problem solving, and implement the proper segregation. I had many of these same tasks during my time as a practice teacher, helping teacher, professor, and lecturer by organizing classroom, setting class and meeting schedule, and filing student paperwork. Taking into account every job responsibility you listed within the job posting. I'm sure I will meet and exceed your expectation should you give me the chance.

I'd love the opportunity to talk further about your objectives and ideas for the office, including the role I may be able to play in the coming years as an administrative assistant.

Sincerely,

  
Jessa Suello

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