

June 29, 2024

MS. HAZELLE V. ASALDO
BOR & University Secretary
Visayas State University
Visca, Baybay City Leyte

Thru: DR. ELWIN JAY V. YU
Vice President for Administration and Finance
VSU, Baybay City Leyte

Dear Ms. Asaldo,

I am writing to apply for the Administrative Aide VI (Clerk III) Plantilla Item No.ADA6-114-2023, ADA6-111-2023) position at BOR & University Secretary Office as advertised on the Job Opportunities List of Civil Service Commission Website. As a dedicated professional with a strong background in administrative tasks and a passion for contributing to the education sector, I am excited about the opportunity to become a valuable member of your team.

Throughout my 13 years of experience in administrative roles, I have consistently demonstrated my ability to handle a variety of responsibilities with efficiency and precision. In my current role as a Clerk at Visayas State University–Main Campus, I have successfully manages tasks such as proficiency in office management, record-keeping, scheduling, and providing administrative support. My attention to detail and organizational skills have enabled me to maintain a structured and smooth-running office environment.

My experience in working collaboratively with diverse teams, both within the administrative department and across campus, has allowed me to develop strong communication and interpersonal skills. I am skilled in using various software applications, including Microsoft Office (Word, Excel, PowerPoint, etc.), Canva, and Adobe Acrobat, which will enable me to effectively manage administrative processes and contribute to the university's success.

Enclosed is my Personal Data Sheet (PDS) with attachments as support, which provides a comprehensive overview of my professional background and accomplishments. I would greatly appreciate the opportunity to discuss how my skills and experiences align with the needs of BOR & University Secretary Office. Please contact me at +639663179097 or vanz.nazal@vsu.edu.ph , vanzoffthewall44@gmail.com to arrange an interview at your convenience.

Thank you for considering my application. I am excited about the potential to join of BOR & University Secretary Office and contribute to its mission of educational excellence. I look forward to the opportunity to discuss my qualifications in more detail.

Sincerely,



VANESSA W. NAZAL
Applicant