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Institute of Tropical Ecology and Environmental Science (ITEES)  
Visayas State University  
Visca, Baybay City, Leyte

Dear Sir/Ma'am,

Good day!

I am writing to formally express my interest in applying for the **Administrative Aide I** position in your office. With several years of experience in support roles at the Visayas State University and other institutions, I am confident that my background and dedication make me a strong candidate for the role.

From March 2024 to the present, I have been working as a Utility/Messenger at the Biodiversity Research Center of Visayas State University. These roles have equipped me with the necessary skills in office support, delivery of documents, maintenance of cleanliness in work areas, and assistance in field operations. Prior to this, I served as a Laborer under the ECo-SAP and YRRP projects at the Institute of Tropical Ecology and Environmental Management (ITEEM) from October 2018 to December 2023.

I also had experience as a Roving Merchandiser at Big E Food Corporation (Lemon Square) in 2018, which further enhanced my communication and time management skills. I am a hardworking, trustworthy, and dependable individual, always willing to learn and adapt to new tasks as needed.

I would appreciate the opportunity to contribute to your team and serve with efficiency and dedication. I am hoping for a chance to be interviewed at your most convenient time. You may contact me anytime at 09602703567 or via email at romerojeffrey47@gmail.com.

Thank you very much for considering my application.

Respectfully yours,

  
Jeffrey T. Romero