

MARIA ROBERTA S. MIRAFLOR

Head

Records Management and Archives

Visayas State University

Visca, Baybay City, Leyte

April 10, 2025

Dear Ma'am/Sir,

Greetings!

I am Manuel Mahusay Jr., currently living at Brgy. Caridad, Baybay City, Leyte. I am writing to express my interest in applying for the position of Administrative Aide under your Office.

I have worked in RJIR Construction firm as an assistant site in charge as well as draftsman last May 2022. In the same year, I transferred to GGC – PG KONSTRUCT, still holding the assistant site in charge position. Recently, I worked as Administrative Aide at AGRI PRENEURS MULTIPURPOSE COOPERATIVE (APMC) at Visayas State university Lower Campus. In my previous jobs, I was tasked to do paper works and lead/handle people at work place. Moreover, I am also an excellent worker, versatile in any situation, has leadership, and can work with minimal supervision.

I believe these skills make a valuable contribution to your department. Should you wish to know my personal information and other trainings, it is enclosed in my resume.

I look forward to a positive response on this matter. Thank you so much for your hard work and dedication.

Respectfully yours,



MANUEL D. MAHUSAY JR.

mj.mahusay56@gmail.com

(+63)915 8676 606