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HONEY SOFIA V. COLIS
Director, HRMD
Hiring Manager
VSU, Baybay City, Leyte

Dear

I am writing to express my strong interest in the Administrative Aide position at Visayas State University. With my exceptional organizational skills, attention to detail, and passion for providing efficient administrative support, I am confident that I would be a valuable asset to your team.

From my previous experience as an Administrative Support Staff at PALHI and CANDADAM ELEMENTARY SCHOOL, I have developed a solid foundation in managing administrative tasks and ensuring smooth office operations. I am adept at coordinating schedules, handling correspondence, and maintaining confidential records. The opportunity to contribute my skills and expertise to a dynamic company like Visayas State University is truly exciting to me.

What sets me apart as a candidate is my ability to anticipate needs and proactively address challenges. I thrive in fast-paced environments and am skilled at multitasking and prioritizing tasks effectively. Additionally, my strong communication skills allow me to collaborate seamlessly with colleagues at all levels of the organization.

In my previous role, I successfully implemented new systems and streamlined processes, resulting in increased efficiency and cost savings. I am confident that my ability to adapt quickly and my strong problem-solving skills would enable me to make a significant contribution to VSU's administrative operations.

Thank you for considering my application. I am excited about the opportunity to join VSU and contribute to its ongoing success. I would welcome the chance to discuss how my skills and experience align with your needs in more detail. Please find my attached resume for your review.

Sincerely,

Ilaine N. Cañete