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OFFICE OF THE DIRECTOR FOR HUMAN RESOURCE MANAGEMENT

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Subject: Application for Administrative Assistant I (Computer Operator I) Position

Dear Hiring Manager,

I am writing to express my interest in the Administrative Assistant I (Computer Operator I) position at Visayas State University Main Procurement Office. With over five years of experience in IT-related roles, I have developed a strong background in computer operations, troubleshooting, and hardware/software maintenance. I am eager to contribute my technical expertise and problem-solving skills to your institution.

My experience includes proficiency in Microsoft Office applications, diagnosing and repairing hardware and software issues, and maintaining PCs, laptops, printers, and mobile devices. I have a keen eye for detail and a passion for ensuring smooth and efficient IT operations. My ability to provide technical support and my dedication to continuous learning align well with the requirements of this role.

I am thrilled about the possibility of joining VSU and assisting in its mission. I look forward to the opportunity to talk about how my abilities and background can be an asset to your team. Attached is my resume for your consideration. I am open to an interview at a time that works for you.

Thank you for considering my application. I look forward to your positive response.

Best regards,

Reymond V. Mahinlo