

Maria Roberta S. Miraflor
Director
Office of the Head Records and Archives
Visayas State University
Visca, Baybay City, Leyte



**RENE EDRIAN
P. YGOT**

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Dear Ma'am Miraflor,

I am pleased to submit my application letter for the available Administrative Aide position. Given my background, I feel I am in a great position to make significant contributions to VSU's Office of the Head of Records and Archives. In each of my previous roles, I have delivered success objectives by applying a focused personal integrity and work ethic, as well as a passion for excellence.

Highlights of my experience include the following:

Performing diverse administrative activities—including data entry, scheduling, filing, word processing, taking minutes, and distributing mail—while adhering to procedures and regulations

Thriving in independent roles, completing all tasks in a timely manner with minimal supervision.

My skills in general administration and organization, along with my dynamic collaborative abilities and my positive attitude and work ethic, position me to excel in this role. I would appreciate the opportunity to offer more insight into my qualifications.

In the interim, thank you for reviewing this letter and the attached material.

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Sincerely,

Rene Edrian P. Ygot