

February 7, 2025

DR. ANDREW A. MAZO
Director, Institute of Human Kinetics
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Mazo,

Greetings!

I am writing to express my strong interest in the position of Administrative Aide VI vacancy in your Department. I believe that my strong background and extensive service and process management experiences made me an ideal fit for this job.

I previously worked at Onyata Trading Corporation (P&G Direct Distributor) as Accounts Payable Clerk. I have experience in documents and records management, specially meeting the suppliers deadline. I am skilled in preparing and sorting documents, accuracy in handling data entry, and knowledge in use of information and communication technology. This experience also trained my critical thinking and problem solving skills. Additionally, my administrative background has equipped me with excellent organizational and communication skills.

I am confident that my ability could efficiently do the responsibility as Administrative Assistant. I have a proven track record of collaborating effectively with cross-functional teams and building strong stakeholder relationships.

I am excited about the opportunity to contribute to the Institute of Human Kinetics at my alma mater, Visayas State University, and would welcome the chance to discuss how my skills and qualifications align with your needs. Thank you for considering my application. I look forward to the possibility of joining your team.

Sincerely,

MAY G. DAMAYO
Applicant