

July 14, 2025

ANDY PHIL D. CORTES
Director, Disaster Resilience and Management
Visayas State University
Visca, Baybay City, Leyte

Good day Ma'am!

I am writing to express my interest in applying for Administrative Aide III at Disaster Resilience and Management. My name is John Michael M. Diao, a graduate of Business Administration major in Financial Management. I am a dedicated and hardworking individual, a father of two wonderful children, and someone who is honest, a quick learner, and capable of handling multiple tasks efficiently.

I am confident that, if given the opportunity, I can be a valuable asset to the team. I am eager to apply the knowledge and experience I have gained from my previous employment and will strive to give my best performance, ensuring that your trust in me will not be misplaced.

Thank you for considering my application. I look forward to the possibility of contributing to your valued organization.

Very truly yours,



John Michael M. Diao
Applicant