

JESSICA L. CONSTANTINO

Zone 10, Baybay City Leyte
Jessicaconstantino2607@gmail.com
09656934176

February 10, 2025

HONEY SOFIA V. COLIS

Director, Human Resource Management and Development
Visayas State University
Visca, Baybay City, Leyte

Dear ***Ms. Colis***,

I am writing to express my interest in the Administrative Aide III position at the Accounting Office of Visayas State University. As an alumnus, I am eager to contribute my skills and experience to support the university's operations and uphold its commitment to excellence.

With a strong background in administrative support and office management, I have developed expertise in data entry, record-keeping, and document management. These skills have enabled me to ensure the smooth and efficient handling of financial and administrative processes. Additionally, my ability to collaborate effectively makes me a valuable team player who is always willing to assist colleagues and contribute to a positive work environment.

I am highly motivated to apply my organizational skills and administrative expertise in this role and would welcome the opportunity to discuss how I can support the Accounting Office. Please find my resume attached for your review. I look forward to your response and the possibility of joining your esteemed institution.

Thank you for your time and consideration.

Sincerely,

JESSICA L. CONSTANTINO

Applicant