

December 11, 2024

RAYMUND M. IGCASAMA

University Registrar
Visayas State University
Visca, Baybay City, Leyte

Dear Mr. Igcasama,

I am writing to formally apply for the position of Administrative Assistant II (Data Entry Machine Operator II). I am confident that my skills, experience, and dedication make me a strong candidate for this role.

I am a hardworking individual with a proven ability to learn quickly and collaborate effectively with others. My proficiency in Microsoft Office programs further strengthens my qualifications for the position.

I hold a Bachelor of Arts in English Language from Visayas State University. Currently, I am employed as a Computer Operator II, and I previously held the position of Data Entry Machine Operator I, both at Visayas State University. My professional background has equipped me with the knowledge and experience required for the responsibilities of this role.

I am residing in Barangay Sabang, Baybay City, Leyte, I am confident in my ability to handle the tasks assigned to me with diligence and accountability. My personal qualities and professional expertise align with the requirements of the Administrative Assistant II position.

I would be grateful for the opportunity to discuss my qualifications and experiences further. I am available for an interview at your earliest convenience and can be reached at your preferred contact method.

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

Sincerely yours,


ELVIE D. BALBARINO