



# Michael Anthony C. Manzanillo

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June 26, 2022

To:

DR. DANIEL LESLIE S. TAN  
Vice President for Administration and Finance  
Visayas State University

Thru:

CHRISTY M. DESADES  
Head  
Office of the Head of the University Review Services  
Visayas State University  
Visca, Baybay City, Leyte

To Dr. Tan,

Good day! I am Michael Anthony C. Manzanillo, writing to express my interest in the position of an Administrative Aide III. I came across your university's hiring and it immediately caught my attention. I am a hardworking and dedicated individual. Having graduated with a latin honor, I know the value of diligence in one's work and how to adapt to the changes in the work place. I have worked effectively individually and in group settings. I make sure that the quality of service that I deliver is exceptional in any aspect.

Upon seeing the core qualifications of the job, I am confident that I am a qualified candidate for the position. I am aware of the position that I am applying for as an Administrative Aide at VSU. As someone who is tech and communication savvy, I can say that I will be able to bring good contributions to the community. Helping to create structure and systematic flow in the work environment is something that I am enthusiastic about. As a graduate of the fine arts, I know how it is to be in settings where coordination is required for work to be done. I am also a fast learner, who is very willing to learn about the type of work assigned to me.

I have had experiences in different fields, such as networking, where I was exposed to groups of people and individuals who needed aid for plans to work. During my days in college, I have experienced communicating and connecting with people of different positions to have papers and documents ready as a Public Relations Officer for organizations. I have successfully accomplished tasks where multitasking was needed for optimum results, and I make sure that any task given to me is handled with professionalism and responsibility. I believe that these qualities will help improve the service that Visayas State University provides for their clients, consumers, and most especially its students.

Should you find my qualifications fit for the job, please do contact me through my number or email. Thank you for your time and I hope to be of service to the university if given the chance. Looking forward to hear from you soon and best regards.

Sincerely,

  
Michael Anthony C. Manzanillo