

September 30, 2025

Honey Sofia V. Colis
Director, HRMD
Visayas State University
Visca, Baybay City, Leyte

Good day! Hellow;

I have the honor to express my interest in applying Administrative Aide IV. With my experience as a Secretary at Resilient Lending Inc. (Baybay Branch), Cashier at Save More Baybay Branch, and Assistant Administrator at VetriPharma Inc. I am confident in my ability to contribute positively to your team. During my tenure as a Secretary at Resilient Lending Inc., I was responsible for organizing meetings, maintaining records, and managing communications. These tasks allowed me to develop excellent administrative skills, attention to detail, and the ability to handle confidential information effectively. As a Cashier at Save More Baybay Branch, I gained valuable experience in handling financial transactions, managing customer interactions, and ensuring accuracy in all transactions. As an Assistant Administrator at VetriPharma Inc. I handle the products inventory, office expenses, products deliveries and farm inspections.

These experiences have taught me to be adaptable and to work under pressure while maintaining high standards of professionalism. As an Agriculturist, I would bring these skills along with my dedication, strong work ethic, and desire to contribute something to the role.

I am excited about the opportunity to apply my skills in this new area, and I believe my background makes me a strong candidate for this position. I would be honored to contribute to the success of your organization and help promote the growth of the Agricultural Industry.

Thank you for considering my application. I look forward to the opportunity to discuss how my experience aligns with your needs. Please feel free to contact me at +639627160466 or via email at jennymaeniepessanchez@gmail.com to arrange an interview.

Sincerely,

JENNY MAE NIEPEZ SANCHEZ