

February 19, 2024

DR. JULIUS V. ABELA
Head, UDRRMSSO
Visayas State University
Visca, Baybay City, Leyte, 6521-A, Philippines

Dear Dr. Abela,

I am writing to express my interest in the Administrative Aide III position advertised by Visayas State University. With 3 years of experience in administrative roles and a strong commitment to excellence, I am confident in my ability to contribute effectively to your team.

My experience includes proficient use of office software and systems, managing correspondence, scheduling appointments, and providing excellent customer service. Additionally, I am adept at handling multiple tasks simultaneously and prioritizing work to meet deadlines efficiently.

I am eager to bring my dedication and skills to support the administrative functions of your organization and contribute to its success.

Enclosed is my resume, which provides additional details about my background and accomplishments. I would welcome the opportunity to discuss how my experience and qualifications align with the needs of your team further. Thank you for considering my application. I look forward to the possibility of contributing to Visayas State University.

Sincerely,

Elgin Francis P. Rosillo
Applicant