

JESSICA L. CONSTANTINO

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April 5, 2025

HONEY SOFIA V. COLIS

Director, Human Resource Management and Development

Visayas State University

Visca, Baybay City, Leyte

Tru: **LUVILLA G. ALCOBER**

Head, RSPPRO-HRMD

Visayas State University

Visca, Baybay City, Leyte

Dear **Ms. Colis**,


I am writing to express my interest in the Administrative Aide positions in any offices under 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 Finance Management 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