



**MATTHEW EMAN
ANGELO M. ESTEMBER**

OBJECTIVE

To enthusiastically contribute to the innovative projects and collaborative environment at Visayas State University, driving toward shared success.

To whom this may concern,

I am writing to express my interest in the position Administrative Aide at Visayas State University, as advertised. With a strong background in administrative jobs, I am confident in my ability to contribute effectively to your team and achieve the departments' goals.

Throughout my career, I have developed a diverse skill set that includes multi-tasking, high pressure projects and many other administrative duties or jobs. These experiences have equipped me with the ability to facilitate, project management, fast paced movement to keep up with deadlines.

I am particularly drawn to Visayas State University because of its reputation for being globally competitive. I am eager to join a team of talented professionals who are passionate about achieving goals.

Furthermore, I am excited about the opportunity to be a part of Visayas state University again. I am confident that my skills and experience make me a strong candidate for this role, and I am eager to bring my unique perspective to your department.

Thank you for considering my application. I am looking forward to the possibility of contributing to VSU and would welcome the opportunity to discuss how my skills and experiences align with your needs in more detail.

Sincerely,

Estember, Matthew Eman Angelo