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Visayas State University
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Dear Hiring Manager,

I am writing to express my interest in the Admin Aide I casual position as advertised in the VSU web page. With a background in administrative and technical support and a strong commitment to providing excellent service, I am confident in my ability to contribute effectively to your team.

I have 2 years of experience in administrative roles and technical support, where I have honed my skills in office management, data entry, and customer service. In my previous position at Palompon Institute of Technology, I was responsible for providing technical assistance to all faculty and staffs or clients who are experiencing issues with their hardware, software, or other IT services, IT support manages system updates, security measures, and documentation, aiming to enhance overall system performance and safeguard against potential threats. This role has equipped me with the ability to handle multiple tasks efficiently and work well under pressure.

I am proficient in Microsoft Office and have experience with various office equipment and software. My attention to detail, strong organizational skills, and ability to communicate effectively with team members and clients have always been appreciated by my employers. I am also a quick learner and always eager to acquire new skills and knowledge.

I am particularly drawn to this opportunity at Visayas State University. I am confident that my skills and experiences align well with the requirements of this role and that I can contribute positively to your team.

Thank you for considering my application. I am looking forward to the opportunity to discuss how my background, skills, and certifications will be a perfect fit for the Admin Aide I position. I am available at your earliest convenience for an interview and can be reached at 09690664278 or via email at christianjaysanico1210@gmail.com.

Thank you for your time and consideration.