

JORGE G. GARCES



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To :

July 1, 2025

HONEY SOFIA V. COLIS
DIRECTOR, HRMD
VSU, BAYBAY CITY, LEYTE
JOBS.VSU.EDU.PH

Dear Hiring Manager,

I am writing to express my enthusiasm for the **Administrative Aide IV** position. With a strong educational background in Public Administration and experience in administrative assistance, records management, and team leadership, I am confident in my ability to make a valuable contribution.

With Career Service Eligibility, I possess good management skills, public relations expertise, and the ability to work effectively in a team. I am eager to apply my skills and knowledge to drive growth and development in this role. Hoping I could discuss more of the skill set that I can offer to the company via interview. You may reach me at +639619675725 or jorgecuber26@gmail.com for the schedule. Thank you for considering my application and hoping to hear from you soon.

Sincerely,

Jorge G. Garces