

July 15, 2025

Mr. Andrew A. Mazo

Department Head

Institute of Human Kinetics

Visayas State University

Visca, Baybay City, Leyte

Dear Sir Mazo,

Greetings!

I am writing to express my sincere interest in applying for the position of Administrative Aide III at the Institute of Human Kinetics, Visayas State University – Main Campus.

I am a graduate of Bachelor of Science in Information Technology from Eastern Visayas State University. I previously worked as a Timekeeper at First Balfour Inc. in Leyte, where I gained valuable experience in administrative support, data management, and organizational tasks. My background in IT has equipped me with strong computer skills, attention to detail, and the ability to handle various clerical responsibilities efficiently.

I am confident that my educational background and work experience make me a strong candidate for this position. I am highly motivated, dependable, and eager to contribute to the goals and daily operations of your department.

Thank you for considering my application. I would welcome the opportunity to discuss how I can be of service to your team. I am available for an interview at your most convenient time.

Respectfully yours,

KENNETH A. RAZ

Applicant