

February 20, 2024

Human Resources Department
University Disaster Risk Reduction and Management,
Safety and Security Office
VSU, Visca, Baybay City, Leyte

Dear Ma'am/Sir,

I have recently seen an advertisement for Administrative Aide III (Casual). As an employee who is passionate about excellence and service of the highest quality I am confident I could become a valuable addition to your team.

The skills and experience I have gained in a variety of work settings, combined with character qualities of dependability, reliability, and an ethic of hard work make me a positive for this role. A quick learner, I will adapt quickly to the requirements of the task. I am an excellent team player who enjoys collaborating with colleagues from diverse backgrounds.

I am excited about the opportunity to apply my expertise in to drive quality and innovation at your esteemed organization. I would greatly appreciate the opportunity to further discuss my qualifications and how I can contribute to your team's success. Thank you for considering my application.

Sincerely,

Mylene G. Basto