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MARIO LILIO P. VALENZONA
Director
Project and Development
Visayas State University

Dear Engr. Valenzona,

I am writing to apply for the position of Administrative Aide VI at the Project and Development Office. I am very interested in this opportunity and believe I can be a reliable.

I have experience in administrative work where I assist in organizing documents, supporting day-to-day operations, and completing tasks on time with minimal supervision. I am dedicated, detail-oriented, and always willing to learn and improve.

Il can easily adjust to changes and make sure to provide helpful and efficient service at all times.

Thank you for considering my application.

Sincerely,



Jerlyn Donayre
Applicant