

REAH ARCEL NUÑEZ NAYA

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August 18, 2025

ALJAY D. VALIDA

Head

Department of Horticulture

Visayas State University

Visca, Baybay City, Leyte

Dear Sir Valida:

Good day!

I am writing to formally apply for the position of **Administrative Aide III** in the **Department of Horticulture** at **Visayas State University**. I am a professional with a background in teaching and a strong interest in supporting academic and administrative functions in a higher education setting.

Throughout my experience in teaching, I have developed excellent organizational, communication, and record-keeping skills—competencies that are equally essential in administrative work. I am adept at preparing and managing documents, coordinating schedules, and maintaining orderly workflows in busy environments. Joining the Department of Horticulture would allow me to contribute meaningfully to your academic and research initiatives, even in a support capacity. I am confident that my combined background in education and administrative support makes me a suitable candidate for this role. I am also very much willing to undergo further training and adapt quickly to the systems and procedures of your office.

Attached are my resume and other pertinent documents for your consideration. I would welcome the opportunity to discuss how I can contribute to your department and am available for an interview at your convenience.

Thank you for considering my application. I look forward to the possibility of working with the Visayas State University community.

Sincerely,



REAH ARCEL N. NAYA