

April 4, 2025

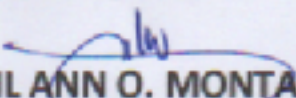
Maria Roberta S. Miraflor
Head
Records Management and Archives
Visayas State University
Visca, Baybay City, Leyte

This is about the job opening at your office which was posted earlier this week. I came across your job posting and was excited to submit my personal data sheet, as it showcases my 2 years of experience and skills that meet the necessities you are looking for. I would like to apply for the role of Administrative Aide VI in your esteemed organization as it would be an incomparable and inspiring opportunity for me.

At my current position, I have been responsible for the evaluation of student records, evaluates subjects and credits earned in other school, serve as specialist and consultant of the assigned courses. Checks or verifies and initial signs prepared Transcript of Records and certification, prepares list of candidates for graduation and furnish copies to the department/college deans, and perform other related tasks as maybe assigned from time to time. I am valued by all the staff in the organization as being flexible at work and going the extra mile to deliver the work on time with utmost accuracy was my prior motive. My personal data sheet (pds) delivers more insight into my administrative aide background throughout my experience, along with my academic particulars and how it relates to your valued organization.

I would be glad to join the team and use my experience and skills to the fullest and grow along with the organization, and make a positive and energetic atmosphere to the team. I look forward to conversing further in the opportunity of joining your team. Thank you for your stint and attention.

Respectfully yours,


APRIL ANN O. MONTALBAN