



SHILA SAMADHI PRAJNA CONDALOR CIPRES

✉ cipres.shilasamadhiprajna@gmail.com

☎ 09508771660

📍 Tacloban City, Leyte, Philippines 6500

📱 Shila Samadhi Prajna Cipres

Human Resources Department

Visayas State University

Baybay City

Dear Hiring Manager,

I am writing to express my keen interest in applying for the Administrative Aide III position in your esteemed institution. With my strong background in administration, organizational management, and communication, I am confident in my ability to contribute effectively to your office.

I hold a Bachelor of Secondary Education major in English, graduating Magna Cum Laude from Leyte Normal University. My academic background, combined with my experience in student governance as Student Regent and Deputy Public Information Officer of the Supreme Student Council, has honed my ability to handle clerical tasks, facilitate communications, and maintain organized records.

Additionally, my proficiency in Microsoft Office, documentation, and layout artistry allows me to efficiently manage reports, presentations, and office communications. I am highly detail-oriented, adaptable, and capable of working both independently and collaboratively to support administrative operations.

I am excited about the opportunity to bring my administrative and organizational skills to your institution. I welcome the chance to discuss how my experiences align with the role's requirements. Thank you for considering my application. I look forward to your positive response.

Sincerely,

Shila Samadhi Prajna C. Cipres