

**Syrah U. Ababat**  
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March 31, 2025

**Honey Sofia V. Colis**  
Director  
Human Resource Management and Development  
Visayas State University  
Visca, Baybay City, Leyte

**Dear Ms. Colis,**

I am writing to express my interest in the Administrative Aide III position. As a recent graduate of Bachelor of Secondary Education, Major in Science from Visayas State University, I am eager to contribute my organizational, communication and administrative skills to your esteemed organization.

Throughout my academic journey, I have developed a strong foundation in multitasking, time management and customer service. My experience as a pre-service teacher has equipped me with practical knowledge in handling administrative task such as record management, data entry and document filing. Additionally, I am proficient in using Microsoft Office Suite and other productivity tools, ensuring efficient workflow and accurate documentation.

I am detail-oriented individual who thrives in organized environments. My dedication, willingness to learn, and ability to collaborate effectively make me confident in my capacity to support your team and uphold the standards of your organization. I am particularly drawn to this role because it aligns with my passion for contributing to the smooth operation of administrative functions.

I would welcome the opportunity to further discuss how my qualifications can benefit your team. Thank you for considering my application. I am looking forward to the possibility of an interview to elaborate on how I can add value to your organization.

Sincerely,

**Syrah U. Ababat**