

MINETTE M. NIÑEZ

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HONEY SOFIA V. COLIS

Director

Office of the Director for Human Resource Management

Visayas State University

Visca, Baybay City, Leyte

Dear Mrs. Colis,

I hope this letter finds you well. I am excited to express my interest in the Administrative Aide III position (Clerk I) at your esteemed institution. I believe that my skills, experience, and passion align with the requirements outlined in the job description.

I always uphold high standards of professional behavior, adhering to ethical and moral principles. I believe that my integrity and professionalism make me an excellent candidate for this role, as I am committed to upholding the university's mandate, core values, policies, and guidelines to ensure that public interest is always upheld.

I am also confident that I possess the ability to deliver service excellence, exceeding customer expectations and providing proactive, responsive, accessible, courteous, and effective public service. I can deliver messages clearly and effectively, ensuring that the audience understands and takes necessary action. I am confident that my interpersonal skills allow me to work effectively with colleagues, customers, and clients to achieve results.

Furthermore, I am adaptable to change and can manage a variety of people and situations effectively. I believe that my ability to adapt my thinking, behavior, and style appropriately makes me a valuable addition to your team.

I have experience in administrative services management, including developing programs and projects, mobilizing and managing resources, both material and human, to achieve the set objectives and targets of the university. I am also proficient in documents and records management, critical thinking, problem-solving, and the use of information and communications technology.

I believe that my skills and experience make me an ideal candidate for this role, and I am confident that I can make a valuable contribution to your institution. Thank you for considering my application. I look forward to hearing from you soon.

Sincerely,
Minette M. Niñez