

**Nikka Marie M. Mazo**

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*26 September, 2024*

**JESSAMINE C. ECLEO**

**HEAD**

*Procurement Office*

*Visayas State University*

*Visca, Baybay City, Leyte*

To whom it may concern:

I composed this letter to convey my desire to apply for the position Administrative Aide IV that your prestigious organization is looking to fill. I consider this as my opportunity to serve the my alma mater, especially my fellow Viscans.

I have given the application ample attention and am aware of how important the job will be, which has led me to this conclusion. My name is Nikka Marie M. Mazo, and on August 3, 2023, I received my Bachelor of Secondary Education with a major in Social Studies from Visayas State University. And I just passed the March 2024 Professional Teacher Licensure Examination, thanks to God's guidance during the process.

In addition, I completed the Advanced ROTC course while at VSU and was assigned to the administrative section of the office for 4 years. There, I was exposed to the collection, recording, classification, preservation and management of information. I have acquired skills and values that are useful and important to perform the job well.

By accepting as many qualities as possible that I may not possess, I will ensure you a good and satisfactory performance. I will be a positive learner to add value to the office and meet expectations with high standards and quality. This letter expresses my interest in exploring the experience this opportunity will provide me. Through my experience working with people during my college years, I am confident that I will be able to make a significant contribution to the development and implementation of the desk's mission and vision.

If you would like further information, please feel free to call me. I look forward to hearing from you.

Sincerely,

  
NIKKA MARIE M MAZO