

April 07, 2025

MARIA ROBERTA S. MIRAFLOR

Head

Records Management and Archives

Visayas State University

Visca, Baybay City, Leyte

Dear Madam,

I am writing to apply for the position of **Administrative Aide VI (Clerk III)** at Visayas State University. I hold a Bachelor of Secondary Education degree, majoring in Social Studies, from Samar State University, where I graduated Cum Laude. With my background in administrative support, organizational skills, and skills in technology, I believe in my ability to contribute effectively to your institution.

Throughout my academic journey and various work experiences, I have honed my skills in communication, collaboration, and problem-solving, which I believe are essential for the role of an administrative aide. My previous experience as a Student-Assistant at the SSU Museum and Archives equipped me with valuable organizational and administrative skills, which I believe will be valuable in an administrative setting. Additionally, in my previous role as an Administrative Assistant in my work immersion during Senior High School at the Department of Agrarian Reform in LGU-Calbiga, this experience has equipped me with the skills necessary to perform administrative duties.

With my academic background, combined with my hands-on experience in administrative functions, I am accustomed to maintaining a high level of organization and managing multiple tasks while adhering to deadlines. My ability to quickly adapt to new tools and systems, along with my skills in various computer applications, ensures that I can effectively contribute to your organization's administrative needs.

I am eager to contribute my skills in your institution. Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your team. Please feel free to contact me at 09504246618 or via email at rodalyndepaz125@gmail.com.

Sincerely,


Rodalyn N. De Paz