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December 21, 2023

HONEY SOFIA V. COLIS
Director
Human Resource Management Office
Visayas State University
Visca, Baybay City, Leyte

Dear Ma'am Honey Sofia V. Colis,

I am writing to apply for the administrative Aide VI position as was made available in your office. With a strong background in administrative roles and a passion for organizational efficiency, I am confident in my ability to contribute to the success of your organization.

Having a Bachelor's degree in Agribusiness from the Visayas State University – Baybay, I have developed a solid foundation in administrative processes, accounting and bookkeeping, office management, and communication skills.

My current job as a Validator under the World Bank-financed project "SPLIT- Support to Parcelization of Land for Individual Titling" of the Department of Agrarian Reform for more than two years now, I have successfully managed daily office operations, including answering queries from clients through personal or phone calls, responding to emails, and maintaining the filing system. My proficiency in Microsoft Office Suite, including Word, PowerPoint and Excel allows me to create, edit, record and organize documents required for various administrative tasks. I have adequate knowledge in report preparations and willing to perform other duties as assigned.

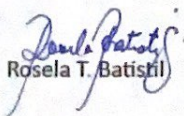
Moreover, I have strong communication skills which are vital in connecting with clients, colleagues, and top management. I am adept at prioritizing tasks, meeting deadlines, and handling multiple projects simultaneously. In addition, my resourcefulness, problem-solving abilities and attention to detail has consistently contributing to the smooth flow of the administrative processes in my current duties.

I am interested and excited about this opportunity. I am confident that my skills and experience make me a suitable candidate for the administrative position. I am eager to bring my enthusiasm, dedication, and professionalism to your good office and contribute to its continued success.

Thank you for considering my application. I have attached my Personal Data Sheet for your review. Please feel free to contact me at your convenience via email or phone.

Thank you for your time and consideration. I look forward speaking with you about this employment opportunity.

Sincerely,


Rosela T. Batistil