

**Lorieza P. Truya**

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**PROSE IVY G. YEPES**

President  
Office of the President  
Visayas State University  
Visca, Baybay City, Leyte

Dear Mrs. Yepes,

I am writing to express my sincere interest in the Administrative Aide VI position within the Office of the President at Visayas State University. With a Bachelor's degree in Secondary Education and relevant experience as an Administrative Assistant at the Department of the Interior and Local Government (DILG) office in Baybay Municipality, I am enthusiastic about the opportunity to contribute to the administrative functions of the highest office at your esteemed institution.

During my time at the DILG office, I developed a solid foundation in administrative tasks, including record-keeping, data management, and communication coordination. This experience has equipped me with the skills necessary to thrive in a dynamic and fast-paced environment, such as the Office of the President.

While my educational background may differ from traditional applicants for this role, I am eager to leverage my skills, adaptability, and commitment to excellence to support the President's office in achieving its goals and objectives. I am dedicated to upholding the values of integrity, professionalism, and service excellence that are synonymous with Visayas State University.

I am particularly drawn to the opportunity to work closely with the leadership team and contribute to the strategic initiatives of the university. Thank you for considering my application. I am excited about the possibility of contributing to the success of Visayas State University in this capacity and am looking forward to the opportunity to further discuss how my background aligns with the needs of the Administrative Aide VI position.

Sincerely,

Lorieza Truya