

Lorieza P. Truya
Brgy. San Isidro
Baybay City, Leyte, 6521
loriezatruya@gmail.com
09510453919
June 26, 2024

HAZELLE V. ASALDO
Board Secretary
BOR & University Secretary
Visayas State University
Visca, Baybay City, Leyte

Dear Mrs. Asaldo,

I am writing to express my interest in the Administrative Aide VI position within the Board of Regents (BOR) and University Secretary at Visayas State University, as advertised. With a Bachelor's degree in Secondary Education, I am eager to leverage my skills and passion for learning to contribute effectively to the administrative functions of your esteemed institution.

While my educational background is in Secondary Education, I am confident in my ability to quickly learn and adapt to new roles and responsibilities. Throughout my academic and professional experiences, I have developed strong organizational, communication, and administrative skills that I believe are transferable to the administrative aide role. Additionally, my proactive approach to problem-solving and ability to work collaboratively make me well suited for this position.

I am particularly drawn to the opportunity to contribute to the efficient operation of Visayas State University and support the mission of the Board of Regents and University Secretary. I am committed to upholding the values of integrity, professionalism, and excellence in all aspects of my work.

I am enthusiastic about the opportunity to further discuss how my background, skills, and enthusiasm for learning can contribute to the success of your team. Thank you for considering my application. I am looking forward to the possibility of becoming a valued member of Visayas State University.

Warm regards,

Lorieza Truya