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09709944886  
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Honey Sofia V. Colis  
Director, HRMO  
VSU, Baybay City Leyte

Dear Ma'am Honey Sofia,

I am writing to express my strong interest in the Administrative Aide position posted on "Job Portal of the Civil Service Commission". With a solid background in administrative tasks and a keen attention to detail, I am confident in my ability to contribute effectively to your team.

In my previous internship at LGU Inopacan Leyte, I successfully managed various administrative tasks, including data entry, document preparation, and scheduling. I have previously worked in Fun Color Photo Plaza, a Franchise of FUJIFILM at Maasin City Southern Leyte as a cashier, salesclerk, photo editor, and a printer for 4 years. I am proficient in utilizing office software such as Microsoft Office and have a strong ability to prioritize and multitask in a fast-paced environment. My organizational skills, coupled with my dedication to maintaining an efficient and smoothly operating office, make me well-suited for the responsibilities of the Admin Aide position.

Additionally, I possess excellent communication skills and have a proven ability to collaborate with colleagues at all levels. I am confident in my ability to handle a variety of tasks and responsibilities, from handling phone calls and managing office supplies to supporting the team in any way needed.

I am excited about the opportunity to contribute to the success of your team and to grow both personally and professionally within your organization.

Thank you for considering my application. I am enthusiastic about the opportunity to contribute to Maritime Industry Authority and help achieve its mission.

Sincerely,  
Camille Juzene L. Cambalon