

ARCELI L. MABAYA

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HONEY SOFIA V. COLIS

Director, HRMD
VSU, BAYBAY CITY, LEYTE
Jobs.vsu.edu.ph

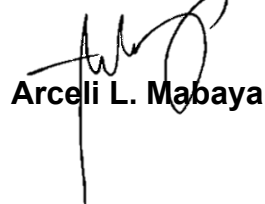
Dear Ma'am Colis,

I am writing to express my sincere interest in the position of **Administrative Assistant** at the Visayas State University office. With a Bachelor's degree in Agribusiness from Visayas State University and substantial experience in administrative and community service roles, I am confident in my ability to support your office's developmental programs with commitment and competence.

Over the years, I have cultivated strong skills in project coordination, community engagement, and administrative support, which are essential for the effective planning and implementation of development initiatives. I possess a keen sense of organization, time management, and excellent communication skills—both written and oral. These strengths, coupled with my proficiency in various computer applications, enable me to contribute efficiently to dynamic work environments.

Thank you very much for considering my application. I am available at your most convenient time for an interview and may be reached through 09925319716 or arcelimabaya606@gmail.com.

Respectfully yours,



Arceli L. Mabaya