

Ramonito M. Paulo II  
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VIVIAN V. BALBARINO  
Head, Supply and Property Office  
Visayas State University  
Baybay City, Leyte, Philippines, 6521

Dear Dr. Balbarino,

I am writing to express my interest in the regular Administrative Assistant II position advertised by Visayas State University Supply and Property Office. With a solid background in administrative tasks, exceptional organizational skills, and a strong dedication to accuracy and efficiency, I am confident in my ability to contribute effectively to your team.

I have gained valuable experience through my previous roles, where I honed my skills in record-keeping, social media, data analysis, website and email management. My attention to detail and proficiency in using office software such as Microsoft Office Suite and Google Workspace have enabled me to handle various clerical and technical responsibilities efficiently.

Moreover, I am adept at multitasking and prioritizing tasks to meet deadlines while maintaining a high level of quality in my work. I thrive in fast-paced environments and am accustomed to handling confidential information with the utmost discretion.

Enclosed is my resume, which provides further details about my qualifications and accomplishments. I would welcome the opportunity to discuss how my skills align with the requirements of the Administrative Assistant II position in more detail.

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,

Ramonito M. Paulo II