



JERLYN DONAYRE

A D M I N I S T R A T I V E A I D E V I

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To: HR

Dear Sir/Madam,

I am writing to express my interest in the Administrative Aide VI position at the Office of the Vice President for Planning, Resource Generation and Auxiliary Services. I believe that my education will make me a very competitive candidate for the position.

As an employee of Visayas State University, I have proven myself to be highly motivated, dedicated and committed to my duties. Possessing excellent oral and written communication, and organization skills makes me confident to contribute my best. I am hardworking, dependable, and can work well along with others. I am also proficient in computer skills. I will work hard towards achieving the objectives and goals of the University. I am willing to attend any training provided. I like to improve myself all the time.

Thank you for taking the time to review my letter and I look forward to having further meetings with you.

Sincerely,

JERLYN M. DOANYRE
Applicant