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April 10, 2025

MARIA ROBERTA S. MIRAFLOR

Head

Records Management and Archives

Visayas State University

Visca, Baybay City, Leyte

Subject: Application for Administrative Aide VI (Permanent)

Dear Ma'am Maria Roberta,

I am writing to express my keen interest in applying for the Administrative Aide VI (Permanent) position at the Records Management and Archives Office at Visayas State University. With my background in administrative and clerical tasks, I believe I can contribute positively to your team and uphold the standards of efficiency and professionalism expected in this role.

I have gained experience in administering essential administrative tasks, including handling correspondence, organizing and maintaining files and records, preparing reports, and assisting in documentation and data entry. Additionally, I have experience providing frontline support to both staff and clients. My ability to maintain accuracy and efficiency in administrative duties has allowed me to contribute positively to previous workplaces.

I am eager for the opportunity to further discuss how my qualifications and skills can support your office's operations. I look forward to the possibility of an interview at your convenience. Thank you for considering my application.

Sincerely,


Alvie Mae E. Marinay