

RUBIO B. TIMKANG

Admin aide
College of Education
Visayas State University
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HONEY SOFIA V. COLIS

Director
Human Resource Management Office
Visayas State University
Visca, Baybay City, Leyte

Dear Ma'am Colis,

I am writing to express my interest in the Admin Aide III position at your office. With nearly three years of experience in a similar role, I am confident in my ability to contribute effectively to your office and support the smooth operation of your department.

Throughout my tenure as an Admin Aide, I have developed a comprehensive skill set that aligns perfectly with the requirements of the position. I am highly proficient in handling administrative tasks, coordinating schedules, and managing various office operations. My experience has honed my ability to multitask, prioritize assignments, and adapt to fast-paced environments while maintaining attention to detail.

Over the past three years, I have gained hands-on experience in handling a wide range of administrative tasks, including document management, data entry, file organization, and correspondence handling. I am adept at using office software such as Microsoft Office Suite and possess strong typing skills.

Enclosed is my resume, which provides additional details about my qualifications. I would welcome the opportunity to discuss how my skills and experience align with your organization's needs in more detail. Thank you for considering my application.

Yours sincerely,

RUBIO B. TIMKANG