

+63-926-308-1160

jerlyn.donayre@vsu.edu.ph

Zone 1, Baybay City, Leyte

Ms. Maria Roberta S. Miraflor  
Head, Records Management and Archives  
Visayas State University

**Dear Ms. Miraflor,**

I am writing to apply for the position of Administrative Aide VI at the Records Management and Archives Office. I am very interested in this opportunity and believe I can be a reliable.

I have experience in administrative tasks such as organizing documents, supporting daily office operations, and completing assignments on time with minimal supervision. I am detail-oriented, responsible, and always eager to learn and improve.

I work well both independently and with a team. I follow instructions carefully, adapt well to changes, and do my best to communicate clearly and respectfully. I also take pride in providing quality service in every task I am assigned.

Thank you so much..

Sincerely,



Jerlyn Donayre

Applicant