

KATHLEEN MAE M. CUATON

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August 14, 2025

HONEY SOFIA V. COLIS

Director, HRMD
VSU, Baybay City, Leyte
jobs.vsu.edu.ph

Dear *Ms. Colis*,

I am writing to express my sincere interest in the Administrative Assistant II position under the Human Resource Management and Development department, as advertised. I am a recent graduate with a Bachelor of Science in Environmental Science from Visayas State University – Main Campus, and I am eager to apply my organizational, communication, and office management skills in a professional setting where I can contribute to efficient operation and quality service in our university.

My academic and extracurricular experiences have provided me with strong competencies in record-keeping, scheduling, documentation, and proficiency in Microsoft Office tools. I have demonstrated the ability to handle multiple tasks while meeting deadlines. My background in research and field coordination has also strengthened my attention to detail, adaptability, and ability to work effectively with diverse teams.

I am highly motivated to support your office's day-to-day functions, maintain orderly workflows, and assist in delivering excellent service to clients and colleagues. My goal is to contribute not only through administrative efficiency but also by fostering a collaborative and positive work environment.

Thank you for considering my application. I would welcome the opportunity to further discuss how I can contribute to your team. Please feel free to contact me at **0961 633 0119** or via email **kathleencuaton21@gmail.com**.

Sincerely,
Kathleen Mae M. Cuaton