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Sean O. Villagonzalo  
Head  
Information and Communication Technology  
Visca, Baybay City, Leyte-6521

Dear Engr. Villagonzalo,

I am writing to express my strong interest in the Administrative Aide VI position at Information and Communication Technology Management Center (ICTMC), as advertised in VSU Job website. With a solid background in administrative support, exceptional organizational skills, and a commitment to excellence, I am confident in my ability to contribute effectively to your team.

I have accumulated six (6) years of experience in administrative roles, where I have developed a comprehensive skill set that aligns with the requirements of the Administrative Aide VI position. My previous and present position have equipped me with proficiency in office management, document preparation, data entry, and excellent multitasking abilities. I am adept at using various office software and have a proven track record of delivering high-quality administrative support.

Throughout my career, I have consistently demonstrated a strong attention to detail, ensuring accuracy and efficiency in all tasks. My ability to prioritize and manage multiple responsibilities has allowed me to meet tight deadlines and contribute to the smooth functioning of the office environment. Additionally, my excellent interpersonal and communication skills enable me to work collaboratively with team members and interact professionally with clients and stakeholders.

I am eager to bring my skills and experience to your dynamic team, contributing to the continued success of your organization.

Enclosed with this letter is my Personal Data Sheet (PDS), which provides further details about my professional background and accomplishments. I would welcome the opportunity to discuss how my skills and experiences align with the need of ICTMC in greater detail.

Thank you for considering my application. I look forward to the possibility of discussing how my qualifications make me a strong candidate for the Administrative Aide VI position

Sincerely,



MARIA PRECILLA B. GORRE