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Jannet Bencure

Dean
Faculty of Engineering
Visayas State University

Dear Engr. Bencure,

I am writing to express my strong interest in the Administrative Aide VI position at the Faculty of Engineering. With my proven track record in administrative support, I am confident in my ability to contribute effectively to your the Faculty of Engineering.

As the Deputy Document Records Controller (dDRC) for Top Management, I have consistently taken initiative to streamline processes, anticipate needs, and ensure efficient handling of sensitive records. My approach is proactive. I identify areas for improvement and implement solutions without waiting for directives. Additionally, I am highly self-motivated and capable of working independently with minimal supervision, ensuring tasks are completed accurately and on time.

Beyond my technical skills, I take pride in fostering strong working relationships and maintaining a dependable, detail-oriented approach. I am eager to bring my organizational strengths and problem-solving mindset to this role.

Thank you so much for the opportunity.

Sincerely,



Jerlyn Donayre

Applicant