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HONEY SOFIA V. COLIS

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

Greetings!

I am writing to express my sincere interest in the **Administrative Assistant II** position at the **Human Resource Management and Development Office**. After reviewing the job description, I believe my background and experience closely align with the requirements for this role.

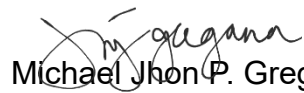
I previously served as an Administrative Aide at the **University Student Services Office (USSO)** under **Professor Manolo Loreto**, where I gained valuable administrative experience. Additionally, I worked as a student assistant at the **School Registrar's Office**, which allowed me to develop a solid understanding of clerical procedures, document handling, and student support services. These experiences have equipped me with the necessary skills to perform the responsibilities of this position efficiently and with confidence.

I am highly motivated and able to thrive in fast-paced environments. I take pride in my attention to detail, customer-focused approach, and ability to analyze and resolve issues effectively. I believe these qualities, combined with my passion for continuous improvement and teamwork, make me a strong candidate for this role.

I would welcome the opportunity to contribute to your office and collaborate with your team. Attached is my résumé, which provides more detailed information about my qualifications.

Thank you for considering my application. I look forward to the possibility of discussing how I can be of value to your office. Thank you for your time and consideration.

Sincerely,



Michael Jhon P. Gregana

Applicant

