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DORYN JAN L. AVILA

Head,
Department of Business and Management
Visayas State University
Visca, Baybay City, Leyte

Dear Ma'am Avila,

I am writing to formally express my interest in the Administrative Aide III Clerk 1 position, as advertised in VSU jobs. As a Bachelor of Science in Agriculture, major in Horticulture, with hands-on experience in clerical work at the Quality Assurance Center and as a Virtual Assistant, I am confident in my ability to contribute positively and efficiently to your team.

In addition to my academic training, I have cultivated strong interpersonal and organizational skills. I adapt quickly to change, communicate effectively, and maintain a high level of integrity and professionalism in all my work. I am proficient in Microsoft Office, Google Workspace, and other digital tools, which supports my capability in records and information management, aligning with your expectations in administrative services.

I am committed to fostering an inclusive and collaborative work environment. I believe my ability to work well with diverse teams and my respectful approach to all individuals will align with the university's core and functional competencies. My goal is to support and uphold your standards of service excellence and efficiency in all tasks entrusted to me.

Thank you for considering my application. I am enthusiastic about the opportunity to contribute to your institution and look forward to the possibility of an interview. I am available at your convenience and can be reached at the contact information provided above.

Sincerely,

Mariell Nicole P. Oraño
Applicant