

May 10, 2021

HONEY SOFIA V. COLIS

Director, ODHRM
Visayas State University
Baybay City, Leyte

Dear Ma'am Colis:

Good day!

I'm pleased to be applying for the Administrative Aide VI position at Visayas State University. I excel at meeting deadlines and working with a wide variety of people. I enjoy working in an office environment and the challenge of meeting business goals. My long-term career goals are to work as an Administrative Officer, and I believe this position is an excellent chance for me to showcase my unique skill set.

Having a Bachelor's degree in Elementary Education, I wish to bring my knowledge, skills, and commitment to excellence to your organization's educational goals. As an education graduate, I've become equipped with the necessary knowledge that comes with the position including the knowledge on administrative works and dealing with all the people in an educational setting.

My job experience in a manufacturing company enables me to be attentive to deadlines and meeting quotas and goals set by the organization that includes rendering overtime to meet the monthly quotas, especially during peak seasons. This experience enables me to place importance on meeting deadlines to contribute to the overall organizational goals.

For additional details regarding my qualification and expertise, please review my attached resume.



JOHN MICHAEL G. GALAGALA

Administrative Aide VI Applicant