

JOSHUA G. VELARDE

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MA'AM HONEY SOFIA V. COLIS

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

Dear Ma'am Honey,

I hope this letter finds you in good health and high spirits. I am writing to express my sincere interest in the **Administrative Assistant II position** within your esteemed organization, as advertised in VSU Job Portal.

I am aiming to apply my diverse skill set and a proven track record in administrative roles. With a keen eye for detail, strong organizational skills, and a commitment to excellence, I believe I can make a meaningful impact on the efficiency and effectiveness of your administrative processes.

One of my strengths lies in my adaptability and quick learning. I am confident in my ability to quickly become familiar with your organization's systems and procedures, allowing me to contribute effectively from day one. Moreover, my excellent communication skills and a friendly, approachable demeanor make me well-suited for a role that requires interaction with both internal and external stakeholders.

I am particularly drawn to your organization because of its commitment to serve the University with utmost excellent. I am eager to be a part of a team that shares my passion and I am confident that my skills and experiences align with the needs of the Administrative Assistant II position.

Thank you for considering my application. I appreciate your time and attention to my candidacy.

Sincerely,

A handwritten signature in black ink, appearing to read 'JHV', is written over a circular stamp. The stamp contains the text 'JHV' and 'JG VELARDE'.

JOSHUA G. VELARDE
Applicant