

**JOHN KIEN C. VIRTUDAZO**

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**JANNET C. BENCURE**

Dean  
Faculty of Engineering  
Visayas State University  
Visca, Baybay City, Leyte

Dear Maam,

I am writing to express my interest in the Administrative Aide VI position. With my experience in administrative tasks, strong attention to detail, and proficiency in office software, I am confident in my ability to contribute effectively to your team.

In my previous roles experience, I have developed a diverse set of skills including document management, data entry, scheduling, and coordinating tasks. I am proficient in office software, including Microsoft Office Suite, and am comfortable with handling confidential information, as well as managing multiple priorities in fast-paced environments.

I am excited about the opportunity to apply my skills and support the operations of your office. I would appreciate the chance to discuss how my background aligns with the needs of your department.

Thank you for considering my application. I look forward to the opportunity to speak with you further. I can be reached by my phone number or email address above.

Sincerely,

JOHN KIEN C. VIRTUDAZO