

**RUTH LENE E. VALENZONA**

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**JADE DHAPNEE Z. COMPENDIO**

Head  
University Review Services  
Visayas State University  
Visca, Baybay City, Leyte

Dear Ma'am,

I am writing to express my interest in the position of Administrative Aide III at the University Review Services as advertised in the VSU jobs. With my strong background in laboratory operations and administrative duties, I am confident I can bring valuable skills and experience to your team.

Currently, I am employed as a laboratory aide at the Department of Biological Sciences, where I have gained hands-on experience in preparing, maintaining, and operating laboratory equipment records for ISO purposes and coordinating schedules for equipment calibration. I developed excellent organizational and multitasking abilities while managing daily lab operations. Additionally, I am working closely with administrative teams to ensure the efficient and timely handling of all necessary documents.

These experiences allowed me to develop strong communication skills, which I am eager to bring to the administrative assistant role.

Thank you for considering my application. I am excited about the opportunity to contribute to your team and support your organization's goals. I am confident that my background and skills will enable me to excel in this position and make a positive impact.

Sincerely,

Ruth Lene E. Valenzona