

MARK ANTHONY PASTORIL

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December 9, 2024

RAYMUND M. IGCASAMA

University Registrar

Visayas State University

Visca, Baybay City, Leyte

Subject: Application for Administrative Assistant II (Data Entry Machine Operator)

Good day, Mr. Igcasama,

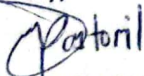
I am excited to apply for the Administrative Assistant II (Data Entry Machine Operator) role at your good University. With 13 years of experience in administrative support and as a seasoned FileMaker Developer, I specialize in streamlining operations, managing data with precision, and delivering customized solutions that drive efficiency.

Over the years, I've built and optimized database systems that reduced processing time and improved data accuracy, ensuring smooth workflows and reliable reporting. My expertise in data entry, coupled with strong organizational and problem-solving skills, makes me confident in my ability to add value to your team.

I would welcome the opportunity to discuss how my experience aligns with your needs. Please feel free to contact me at [Phone Number] or [Email Address] to arrange a conversation.

Thank you for considering my application. I look forward to contributing to your team's success.

Sincerely,



MARK ANTHONY PASTORIL