

REYMOND V. MAHINLO

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February 2, 2025

OFFICE OF THE DIRECTOR FOR HUMAN RESOURCE MANAGEMENT

G/F Administration Building

Visca Baybay City, Leyte 6521-A, PHILIPPINES

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Dear Ma'am/Sir,

Peace and All Good!

I am writing to express my interest in applying for the Administrative Aide IV (Clerk II) position, as posted in the website. With my skills in office administration, organizational abilities, and attention to detail, I am confident that I can contribute effectively to your team and assist in streamlining administrative operations.

I have experience in handling a variety of clerical tasks, including maintaining records, and assisting with day-to-day office operations. My proficiency in computer applications, communication skills, and ability to manage multiple tasks efficiently will allow me to be fit in this role. Additionally, I am highly adaptable and eager to learn, which makes me excited about the opportunity to grow in this position.

Please find my résumé attached for your reference. Thank you for considering my application. I look forward to the possibility of contributing to your team.

Sincerely,

Reymond V. Mahinlo