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MARIA ROBERTA S. MIRAFLORES
Director
Office of the Head of Records and Archives
Visayas State University
Visca, Baybay City, Leyte

Ma'am:

I happen to hear that your esteemed institution is open for applications. Not wanting to miss the opportunity of expanding my skills and experience, I jumped to apply for the post of Administrative Aide VI (Clerk III).

While my education focused on a career path towards the field of education; I can assure you that I possess skills and capabilities that will enable me to properly perform as an Administrative Aide. I have good communication skills both oral and written. I possess researching and problem-solving skills for when there is a need for it. I can carry out instructions and am vigilant to any possible changes that may occur. I can work effectively and efficiently, and I am eager to learn anything that is necessary to best perform the job.

For further details of my qualifications and background, please take a moment to review my enclosed resume. I believe that I can successfully be the Administrative Aide that you may be seeking. I welcome the opportunity to speak with you at your convenience. You can reach me using the contact number and/or email listed above. I look forward to hearing from you.

Respectfully,

Tresha Mae C. Pulvera
Applicant