

Zaphaire M. Lelis
Javier Sogod, Southern Leyte, 6606
leliszaphaire@gmail.com
+63 9333846313

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HAZELLE V. ASALDO
BOR & University Secretary
Visayas State University
Visca, Baybay City, Leyte

Dear Ma'am,

I am writing to express my interest in the Administrative Aide (Clerk III) position at your office. Although I have less than a year of administrative experience, I bring over three years of experience in IT Service Desk roles, where I developed strong organizational, problem-solving also administrative and customer service skills.

In my IT roles, I managed multiple tasks efficiently, handled sensitive information securely, and quickly adapted to new systems. I believe these skills are highly transferable to an administrative setting and will help ensure the smooth operation of your office.

I am enthusiastic about the opportunity to contribute to your team and am confident in my ability to support your office effectively. I look forward to discussing how my background and skills align with your needs. Thank you for considering my application.

Sincerely,

Zaphaire M. Lelis