

ALNEN C. ABENOJA

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ALELI A. VILLOCINO

Vice President for the Student Affairs and Services
Office of the Vice President for the Student Affairs and Services
Visayas State University
Visca, Baybay City, Leyte

Dearest Maam Villacino,

I am writing to express my interest in the Administrative Assistant III position at Office of the Vice President for the Student Affairs and Services, as advertised. With a strong background in administrative support and a proven track record of successfully managing office tasks, I believe I possess the skills and experience necessary to contribute effectively to your team.

In my previous role as an Administrative Aide / GAD clerk at Local Government Unit of Hindang, Leyte, I consistently demonstrated exceptional organizational and multitasking abilities. I managed a variety of administrative tasks, such as coordinating meetings, handling phone calls, drafting documents, and maintaining office supplies. My excellent time-management skills allowed me to meet tight deadlines and prioritize tasks efficiently.

Moreover, my proficiency in using office software, including Microsoft Office Suite and Google Workspace, will enable me to navigate the technology-driven aspects of the role seamlessly. I am confident that my attention to detail, strong communication skills, and ability to work independently make me a suitable candidate for the Administrative Assistant III position.

I am particularly drawn to Visayas State University because of its reputation for innovation and commitment to excellence. I am eager to contribute my skills to support the team and ensure the smooth functioning of day-to-day operations.

Enclosed with this letter is my resume, which provides further details about my professional background and achievements. I am excited about the opportunity to discuss how my skills align with the needs of Office of the Vice President for the Student Affairs and Services.

Thank you for considering my application. I look forward to the possibility of an interview to discuss my candidacy further.

Sincerely,



ALNEN C. ABENOJA