

Marian Jane B. Rondina
09628436871
marianjaneb.rondina@gmail.com
Brgy. Manlilinao, Ormoc City, Leyte

6th January 2025

Ms. Vivian V. Balbarino
Head, Supply and Property Office
Visayas State University
Visca, Baybay City, Leyte

Dear Ms. Balbarino,

I am writing to let you know that I am interested in the Administrative Aide VI (Clerk III) at Visayas State University. With a strong background in human resources, I am confident in my ability to contribute to your team.

I possess key competencies such as effective communication, adaptability, and a commitment to service excellence, all of which align with VSU's values and standards. My experience in records management, conflict resolution, and organizational skills has honed my ability to deliver efficient and high-quality support.

I am particularly drawn to VSU's focus on professionalism, gender responsiveness, and sustainable practices, and I am eager to contribute to these initiatives.

Enclosed are my Personal Data Sheet and other required documents for your review. Thank you for considering my application. I look forward to the opportunity to discuss how I can support the university's mission.

Sincerely,

Marian Jane B. Rondina