

October 06, 2023

Dr. Charis B. Limbo - Rivera
Director, Institute of Human Kinetics
Visayas State University
Visca, Baybay City, Leyte

Dear **Dr. Limbo-Rivera**,

I would like to express my interest in the hiring of the Administrative Aide III Position (Utility Worker II) that was posted on the university website.

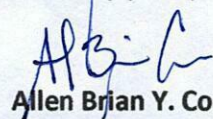
I was an Administrative Aide to the Visayas State University Integrated High School, wherein I was in constant contact with clients, i.e. students, parents, and teachers. The job entails multiple responsibilities that includes clerical functions and maintaining the unit's database. I also manage all of the students' records including encoding of grades/marks to the system. It requires alertness, accuracy, and protection of information. This experience fits me perfectly to the position.

I was also able to Coach as an Assistant and a year later became the Head Coach of VSU Basketball Men Pythons for 2018 and 2019 and the same time Head Coach of the VSU Senior High School Student Bisons and from 2018 and 2019.

My educational background is on Information Communication Technology and was able to do a one-year internship at Philwebservices. This enhanced my technical knowledge on computer and network management, and especially gained skills in search engine optimization and hosting domain websites. Hopefully this information will add variety to my skills and offer potential opportunities to the company. You can refer to my resume for certificates of competencies I have acquired and more background details.

I sincerely hope you will consider me for this position. With your training and my perseverance, I believe I can execute the job and be an asset to the unit. Thank you very much.

Sincerely yours,



Allen Brian Y. Conde

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