

July 1, 2024

**DR. PROSE IVY G. NYEPES**

President

Visayas State University

Visca Baybay City, Leyte

Thru: **Dr. Jerry B. Sanguillosa**

Head of Department of Plant Breeding and Genetics

Dear Dr., Sanguillosa,

I am writing to express my interest in the Administrative Aide position at the Department of Plant Breeding and Genetics. With over 4 years of experience as an administrative aide in different offices, I have gained a wealth of experience in providing high-level administrative support. My responsibilities include filing and keeping documents, preparing communications, coordinating meetings, assisting students and staff, preparing financial documents such as making payroll, all of which have honed my organizational and multitasking skills.

In addition, to my administrative skills, I have developed strong interpersonal skills through my daily interaction with staff, students, clients and higher ups administrators. I am confident that these skills, coupled with my ability to work under pressure, will enable me to make a significant contribution to your department.

I am excited about the opportunity to bring my unique blend of skills and experience to your department and am confident that I can help streamline your administrative processes. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,

Darlyn A. Dupal