

Rubio B. Timkang
Administrative Aide
Visayas State University
Baybay City, Leyte
rubioltimkang@gmail.com

Good day sir/ma'am

I am Rubio B. Timkang, from Matalom, Leyte. I completed my Bachelor of Science in Agribusiness at the Visayas State University, Philippines- the premier university in the Visayas in 2018. I want to express my utmost interest in applying for Administrative Aide VI in your office. I believe that my qualifications and capabilities will fulfill the requirements.

After I graduated from college, I started working at the CARD Bank for three months as a teller, where I learned how to be more active in my work and be responsible when taking customers' requests. At the end of my work at CARD bank, I was fortunate to be part of the Institute of Tropical Ecology and Environmental Management (ITEEM) research team at the Visayas State University-Main Campus for one year and four months as a Research assistant for socio-economic assessment. As a Research Assistant for a year, I have developed my analytical and writing skills thru analyzing data and making a report out of data gathered from surveys. I also improved my communication skills thru socializing with others when we performed surveys in different places in Southern Leyte. When my work ended on December 2020, I was led to my present work as an administrative aide/dDRC at the same university as Job Order. I learned more about keeping documents, organizing files, making payroll, vouchers, and answering emails from students' inquiries.

Moreover, I have also gained high responsibility and dedication, flexibility to adapt to a new environment, easily get along with others, and handle different situations through the years. And I believe that are some of the qualifications an employee must possess.

I'm extremely hopeful and motivated to be part of your Department to prove my abilities and gain new knowledge and skills. I would like to thank you for considering my application, and I look forward to hearing a positive response from you soon.

Sincerely:


Rubio B. Timkang