

November 23,2023

HONEY SOFIA V. COLIS

Director, HRMO

VSU, Baybay City, Leyte

Dear Ms./Mrs. Colis,

I am writing this letter to express my strong interest in applying for the position of Administrative Aide III as posted on job.vsu.edu.ph. Enclosed is my resume for your reference.

I completed my Bachelor's degree in Culture and Arts education last August 3, 2023. I am eager to begin my career in a reputable and team oriented institution such as yours. During my senior high school work immersion days, I gained a valuable experienced working in administration roles. Focusing on managing daily office tasks, organizing client records, and providing excellent customer service to the farmers and staff. My previous experienced working as an administrative aide helped me to develop my confident and flexibility as I work at Visayas State University Beach Garden Resort and Baybay Tourism and Investment Promotion Office last year during my apprenticeship. This year during my teaching internship at Baybay National High School, I have developed strong communication skills, both written and verbal. Additionally, I pride myself on my proficiency in using various software technologies. July this year to present I am tutoring five kids as my freelance job.

My ability to multitask in a fast paced environment, attention to details and commitment to confidentiality make me a perfect fit to this position. I am excited about the opportunity to join your institution and support administrative team. It is my dream to work in my alma matte. I hope you will grant my wish to be part of your team.I look forward for an update of this application.

Sincerely,

Dessirie J. Capangpangan