

**VSU HUMAN RESOURCE OFFICE**

Visayas State University  
Visca, Baybay City, 6521

**Dear Hiring Manager,**

I am writing to express my strong interest in the **Administrative Aide VI** position at Visayas State University, as posted on VSU Job Portal. With my background in administrative support and my dedication to excellence, I believe I am a strong candidate for this role.


I have had the privilege of working in administrative roles for over 2 years, where I have honed my organizational and multitasking skills. My experience includes handling office tasks, managing schedules, and providing outstanding customer service. I am proficient in using office software and have a keen attention to detail, ensuring that all tasks are completed accurately and efficiently.

One of the reasons I am particularly excited about the opportunity to join Visayas State University is its commitment to education and community development. I share this commitment and would be honored to contribute my skills and dedication to your institution.

Enclosed is my resume, which provides further details about my qualifications and work history. I am enthusiastic about the possibility of working as an Administrative Aide VI at Visayas State University and contributing to your team's success.

Thank you for considering my application. I look forward to the opportunity to discuss my qualifications in more detail. You can reach me at [09518030339](tel:09518030339) or [joshawesome214@gmail.com](mailto:joshawesome214@gmail.com) to schedule an interview.

Sincerely,

  
**JOSHUA G. VELARDE**  
Applicant