

SHAYLENE B. MANAPSAL

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May 23, 2025

QUEEN-EVER Y. ATUPAN

Head

Cashiering Office

Visayas State University

Visca, Baybay City, Leyte

Dear Sir/Madam,

I am writing to formally express my interest in the position of **Administrative Aide III** with the code **LGZRVU** in your esteemed office. With hands-on experience in administrative support and documentation, along with a background as a **Project-Based Research Staff at Southern Leyte State University**, I believe I am well-prepared to contribute efficiently to your team.

My experience at Southern Leyte State University allowed me to assist in research project coordination, manage and organize files, prepare reports, and perform clerical duties. Through this role, I developed a strong work ethic, attention to detail, and the ability to multitask in a dynamic work environment—all of which I believe are essential for an Administrative Aide III position.

I am a dedicated and dependable individual with a keen sense of responsibility. I value professionalism, confidentiality, and accuracy in administrative functions. I am confident that my skills and commitment to service will allow me to be a productive and reliable member of your office.

Enclosed are my resume and supporting documents for your reference. I would greatly appreciate the opportunity to be interviewed and to further discuss how I can contribute to your office. Please feel free to contact me at your convenience.

Thank you for your time and consideration.

Sincerely,

SHAYLENE B. MANAPSAL