

January 6, 2024

ALELI A. VILLOCINO

Vice President for the Student Affairs and Services
Visayas State University
Visca, Baybay City, Leyte

Dear Maam:

I am writing to express my interest in the Administrative Aide VI position in your office. With three years of experience as a Deputy Document Records Controller and a strong background in customer service, I am confident in my ability to contribute effectively to your team.

I hold a Bachelor of Science in Agribusiness from Visayas State University, Baybay City, Leyte, and I successfully passed the PPT-Civil Service Examination on the Sub-Professional Level in August 2022. My academic background, combined with my practical experience, has equipped me with the skills necessary for this role.

In my previous position, I was responsible for managing various customer accounts, handling transactions, addressing fraud issues, and resolving account limitations. My ability to communicate effectively with clients from diverse backgrounds has honed my problem-solving skills and allowed me to maintain positive relationships even in challenging situations. I pride myself on my attention to detail and my capability to work independently, which I believe are essential qualities for an Administrative Assistant.

I am enthusiastic about the opportunity to further develop my skills and contribute to your office. I am open to any training or seminars that you may require to enhance my performance in this role. I am excited about the prospect of bringing my expertise to your office and working alongside your team to achieve shared goals.

Thank you for considering my application. I look forward to the possibility of discussing my qualifications further.

Warm regards,

NOESSA C. DAVID

Admin Aide IV