

Jelly Zarco

Bachelor of Science in Applied Mathematics

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Office of the University Registrar
Visayas State University, Baybay City, Leyte, Philippines 6525

RE: Administrative Aide III

Good day Ma'am/Sir,

As a recent graduate from Caraga State University with a Bachelor of Science in Applied Mathematics, I am extremely interested in the Administrative Aide III position.

My relevant qualifications include my Bachelor of Science in Applied Mathematics Cumlaude graduate. Most recently I worked as Graphic Designer for a freelance company in Butuan and promoted as a Supervisor. In this role, I was responsible for monitoring the given tasks from our clients and make sure to arrange it in order to give the best service to our clients. Here I refined my organization skill and creativity. With these skills and qualifications, I believe I would be a great addition to your organization.

My academic strengths have greatly contributed to the development of my time-management, organization and management skills. I bring clear and effective communicating to build professional connections with co-workers, management and customers. I would welcome the opportunity to further discuss the details of my experience and attributes which I believe will be an asset to your Department. Please review my attached resume and other credentials for additional insight into my background. Thank you for your time and consideration.

Sincerely,

Jelly Zarco