

August 01, 2025

Vicente A. Gilos

Director

University Learning Commons (ULC)

Visayas State University

Visca, Baybay City, Leyte

Dear **Mr. Gilos**,

Good day!

I am writing to express my interest in the Administrative Assistant I position at your organization, as advertised. With a strong commitment to efficiency and a keen attention to detail, I believe my skills align well with the requirement of this role. Throughout my previous experiences, I have demonstrated proficiency in handling various tasks efficiently, ranging from basic errands to ensuring timely delivery of important documents. My organizational skills, reliability, and dedication make me well-suited for the responsibilities associated with the Administrative Assistant position.

I am confident that my positive attitude, adaptability, and strong work ethic will contribute to the smooth operations of your team. I am eager to bring my skills to your organization and contribute to its success.

Thank you for considering my application. I am looking forward to the opportunity to discuss how my qualifications match the needs of your organization in greater detail.

Sincerely,

Gilbert Modina