

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,

Greetings!

I am writing to express my interest in the position of **Administrative Aide VI** with the code **CJKMRI**, as advertised. With a solid foundation in administrative support and research gained from my previous role as a **Project-Based Research Staff at Southern Leyte State University**, I am confident in my ability to contribute effectively to your team.

During my time at Southern Leyte State University, I was responsible for supporting various research initiatives, coordinating documentation, managing data, and assisting with project reports and logistical needs. This experience not only enhanced my administrative capabilities but also sharpened my organizational and communication skills—qualities essential for the Administrative Aide VI role.

I am highly motivated, detail-oriented, and capable of working independently or as part of a team. I take pride in my professionalism and integrity, and I am committed to maintaining efficiency and accuracy in all tasks assigned to me. I am also eager to learn and continuously improve to support the goals and objectives of your office.

Attached herewith are my resume and other pertinent documents for your review. I would welcome the opportunity to further discuss how I can contribute to your office. I am available at your convenience and can be reached through the contact details provided above.

Thank you very much for considering my application. I look forward to the possibility of serving your office with dedication and excellence.

Respectfully yours,

SHAYLENE B. MANAPSAL