

August 27, 2024

MARISEL A. LEORNA
Director, National Coconut Research Center-Visayas
Visayas State University
Visca, Baybay City, Leyte

Dear **Dr. Leorna**,

Peace-filled Greetings!

I am writing this letter to express my interest in the position of **Administrative Aide IV**, currently available in your highly respected department.

In my current role at the Quality Assurance Center, I handle a range of administrative tasks including filing, typing, copying, and scanning. My position requires meticulous attention to detail as I prepare and monitor documents for ISO audits and the Philippine Quality Award (PQA) accreditation. I am proud to have contributed to our ISO certification renewal this year, a testament to my commitment to maintaining high standards and my ability to work effectively under pressure. Previously, at PhilSys, I managed registration kits for the National Identification Card and provided both administrative and customer service support. This role honed my skills in computer operations and customer interaction, further enhancing my ability to handle diverse tasks efficiently.

I am eager to leverage my skills and experiences to contribute effectively to your team and support the administrative functions of your department.

With this, rest assured of my dedication to this dignified mission. I hope that my above request merits your kind, understanding, and favorable response. Please feel free to contact me at 09286296510 or at sharalizbrehonio@gmail.com.

Thank you and Godspeed!

Respectfully yours,

SHARA LIZ D. BREHONIO
Applicant