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June 28, 2024

HAZELLE V. ASALDO
BOR & University Secretary
Visayas State University
Visca, Baybay City, Leyte

Dear Ma'am Asaldo,

I am writing to express my interest in the administrative aide position available within your department, as advertised on your website. With a solid foundation in administrative support and a track record of dedication during my tenure in another department for the past eight semesters, I am eager to bring my skills and enthusiasm to your team.

In my most recent role, I have gained valuable experience in managing diverse administrative tasks, including scheduling, correspondence, and providing vital support to both colleagues and supervisors. This experience has equipped me with strong organizational abilities and a keen attention to detail, which are essential for ensuring smooth operations within any department.

Additionally, my recent completion of a master's degree has further enhanced my analytical and problem-solving skills, preparing me to contribute effectively to new challenges and initiatives within your department.

Enclosed are documents detailing my qualifications and achievements for your review. I am enthusiastic about the opportunity to contribute to the success of your department as an administrative aide. I would welcome the chance to discuss how my background and capabilities align with your team's needs in more detail.

Thank you for considering my application. I look forward to the possibility of discussing this opportunity with you.

Respectfully,

Euginn A. Buletin

