

WENDELL C. HOYUMPA

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October 15, 2024

JULIUS V. ABELA

Head
University Disaster Risk Reduction and Management, Safety and Security Office
Visayas State University
Visca, Baybay City, Leyte

Dear Mr. Abela,

I am writing to express my interest in the Administrative Aide III (Clerk I) position at your esteemed university. As a recent graduate of Bachelor of Science in Economics from Visayas State University, I am confident that my academic background, organizational skills, and familiarity with administrative tasks would enable me to contribute effectively to your team.

In my academic experience, I developed a keen understanding of administrative services management, including the coordination and mobilization of resources to meet organizational goals. I have also gained proficiency in records and documents management, ensuring the accuracy and proper handling of important information, as emphasized by the role's functional competencies.

Additionally, my familiarity with information and communication technology (ICT) tools, along with my critical thinking and problem-solving abilities, allow me to approach tasks with efficiency and deliver accurate results. I am eager to apply these skills to support the smooth operation of your department, ensuring adherence to processes and policies to drive continuous improvement.

I am excited about the opportunity to contribute to the administrative success of your institution and to grow professionally in this capacity. I am confident that my skills align well with the functional competencies required for this position, and I am looking forward to discussing how I can contribute to your team.

Thank you for considering my application. I look forward to the opportunity to further discuss my qualifications.

Sincerely,


WENDELL C. HOYUMPA