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CHARLINDO S. TORRION
Head
Department of Meteorology
Visayas State University
Visca, Baybay City, Leyte

Subject: Application for Administrative Aide VI (Clerk III)

Dear Sir,

I am writing to express my interest in the Administrative Aide VI (Clerk III) at Department of Meteorology. With a strong background in administrative support and a keen eye for detail, I am excited about the opportunity to contribute to your team.

I was a graduate in Information Technology at Visayas State University - Isabel where I developed strong skills in some programming languages, database management, some networking fundamentals, etc. Additionally, my working experience has given me the chance to be able to manage and organize office files and documents, both physical and digital, ensuring easy access and retrieval, assisting in the preparation of reports, presentations, and other documents as required, and providing excellent customer service to visitors, addressing their needs promptly and professionally.

These experiences have honed my organizational and multitasking abilities, making me adept at managing various administrative tasks simultaneously while maintaining a high level of accuracy and confidentiality. I am proficient in using office software, including Microsoft Office Suite, and have a proven ability to learn new systems quickly. I am confident that my proactive approach and dedication to supporting office operations will contribute positively to your team.

Thank you for considering my application.

Sincerely,

Juden A. Payo