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09072920084
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NATIONAL COCONUT RESEARCH CENTER – VISAYAS
Visayas State University
Visca, Baybay City, Leyte, Philippines, 6521

Dear Ma'am/Sir:

I am writing to express my interest in the Administrative Aide IV position at the National Coconut Research Center-Visayas, as posted in VSU Job Listing Site. With my strong background in administrative support and my commitment to efficiency and organization, I am confident in my ability to contribute effectively to your team.

In my previous role at AMA COMPUTER COLLEGE-CEBU CAMPUS as Admin Coordinator Cum Registrar, I developed skills in managing office operations, processing paper works, processing Business Permit renewal, handling correspondence, and providing exceptional support to senior staff. I am adept at using various office software, managing schedules, and maintaining accurate records. My attention to detail and problem-solving abilities have consistently helped streamline processes and improve overall office productivity.

I am excited about the opportunity to bring my experience and skills to your team and support your administrative functions.

Thank you for considering my application. I look forward to the opportunity to discuss how my background and skills align with the needs of your organization. I can be reached at 09072920084 or via email at melynpuebla0528@gmail.com to schedule an interview.

Sincerely,

MELYN C. PUEBLA