

Shaylene B. Manapsal  
Inopacan Leyte  
April 16, 2025

VICENTE A. GILOS  
University Learning Commons (Library)  
Visayas State University  
Visca, Baybay City, Leyte

Dear Mr. Gilos,

I am writing to express my interest in the Administrative Aide IV position at the University learning Commons (Library) with the code ODXJFM. My background in administrative work and commitment to organizational excellence make me a strong candidate for this role.

Previously, as a Project-based Research Assistant at Southern Leyte State University, I gained experience in office management, document handling, and clerical support. My responsibilities included preparing reports, organizing records, coordinating communication between departments, and assisting in event management. These tasks helped me develop strong attention to detail, multitasking skills, and a proactive problem-solving approach.

Additionally, I am proficient in essential technical applications and excel in collaboration, adaptability, and maintaining a strong work ethic. I am excited about the opportunity to contribute to your office while growing professionally.

I would appreciate the opportunity to discuss my qualifications further. Please feel free to contact me at 09855875451 or [shaylene0622@gmail.com](mailto:shaylene0622@gmail.com).

Thank you for considering my application.

Sincerely,

SHAYLENE B. MANAPSAL