

GIRLIE D. MENTES

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March 20, 2025

HONEY SOFIA V. COLIS

Director, HRMD

VSU, Baybay City, Leyte

Jobs.vsu.edu.ph

Subject: Application for Administrative Assistant I (Computer Operator I)

Dear Ms./Mrs. Colis,

I am writing to express my interest in the **Administrative Assistant I position at Visayas State University with Plantilla Item No. ADAS1-88-2023**. With my **experience in administrative roles** and a strong background in business management, I am confident in my ability to contribute effectively to your team.

As a licensed teacher with a Bachelor of Science in Business Management, I have developed excellent organizational, communication, and problem-solving skills. My previous experience as an administrative staff member has equipped me with the ability to handle office operations, manage records, coordinate schedules, and assist in business processes efficiently. Additionally, my background in customer service and business management has strengthened my ability to interact professionally with clients and colleagues.

I am highly proficient in office administration, document management, and using various software tools to streamline operations. My ability to multitask, pay attention to detail, and maintain confidentiality aligns well with the requirements of this role. I am eager to bring my expertise and dedication to in your organization and contribute to its continued success.

I would welcome the opportunity to discuss how my skills and experience align with your needs. Please find my pertinent papers attached for your review. I look forward to the possibility of contributing to your team and am available for an interview at your convenience.

Thank you for your time and consideration. I look forward to your response.

Best regards,

GIRLIE D. MENTES