

ALFE MAE ANN E. MARINAY

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MARIO LILIO P. VALENZONA

Director
Project and Development
Visayas State University
Visca, Baybay City, Leyte

Dear Sir,

I am writing to convey my sincere interest in the position of **ADMINISTRATIVE AIDE VI POSITION (Clerk III)**, at the **Project and Development Office**. With a solid foundation in administrative work, supported by seven years of combined experience in office operations, and records management, I am confident in my ability to make a meaningful contribution to your office's goals.

In my current role at the General Services Office, I have gained extensive experience in handling clerical tasks such as preparing documents, assisting clients, organizing files, and supporting daily office operations. This role has strengthened my attention to detail, efficiency in completing tasks, and ability to work collaboratively with colleagues and clients alike. I am also highly proficient in Microsoft Office applications, including Word, Excel, and PowerPoint, which I use regularly to prepare reports, draft communications, and maintain organized databases.

Previously, as an Archive Staff at the Accounting Office, I was responsible for maintaining, organizing, and safeguarding important financial and administrative records. This experience enhanced my skills in data management, document tracking, and systematic filing—key competencies essential for an Administrative Aide role.

I am confident that my combination of experience, technical skills, and commitment to quality service will allow me to contribute meaningfully to **Project and Development Office**. I am eager for the opportunity to bring my reliability, professionalism, and strong work ethic to your team.

Thank you very much for considering my application. I would welcome the opportunity to discuss how my background and abilities can be of service to your office.

Sincerely,



ALFE MAE ANN E. MARINAY