

**JONAMAE CADANO**

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**CHRISTINA A. GABRILLO**

Station Manager  
DYDC FM  
Visayas State University  
Visca, Baybay City, Leyte

Dear Manager Gabrillo,

I respectfully express my interest in the Administrative Assistant position in your esteemed Company. With experience in executive assistance, financial documentation, and ethical compliance, I am confident in my ability to support the Station's operations with integrity and precision.

My experience includes supporting U.S.-based teams in marketing, daily operations, and handling sensitive documentation with utmost professionalism and discretion. I am proficient in workflow optimization, dignified correspondence, and data organization—skills that I believe are essential in a public service environment that upholds integrity, efficiency, and accountability.

In addition to my professional experience, I have completed training with the University of the Philippines Open University and hold a TESDA National Certificate II in Computer Hardware Servicing. These credentials have equipped me with both the technical and organizational competencies necessary to contribute meaningfully to your team. Also I am a certified Civil Service Professional.

Attached are my personal data sheet and supporting documents for your kind consideration. I am available for an interview at your convenience and would welcome the opportunity to discuss how I can be of service to your team.

Respectfully yours,

Jonamae Cadano