

April 3, 2025

**Ms. Honey Sofia V. Colis**  
Director, HRMD  
Visayas State University  
Baybay City, Leyte

Dear **Ms. Colis**,

I am writing to express my strong interest in the Administrative Aide position at the university, as advertised on the VSU website. With my solid administrative skills, attention to detail, and commitment to efficiency, I am confident in my ability to contribute positively to your team.

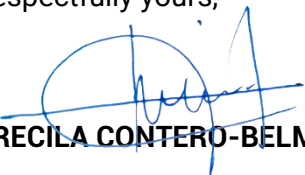
I have nearly 5 years of experience in administrative support, during which I have successfully managed office tasks such as document preparation, data entry, scheduling, and correspondence handling. My ability to organize files, coordinate meetings, and assist in daily operations ensures a smooth workflow in the office. I am proficient in MS Word, Excel, Photoshop, Publisher, and PowerPoint, which allows me to manage records and communication effectively.

In addition to my technical skills, I am a proactive and reliable professional who thrives in a fast-paced environment. I am also a team player with excellent interpersonal skills, making it easy for me to collaborate with colleagues and support management effectively.

I am eager for the opportunity to bring my skills and dedication to your office. I welcome the chance to further discuss how my qualifications align with your needs and look forward to the possibility of an interview for this position.

Thank you for considering my application. I appreciate your time and consideration.

Respectfully yours,



**PRECILA CONTERO-BELMONTE**