

May 19, 2022

HONEY SOFIA V. COLIS

Director

Office of the Director for Human Resource Management

Visayas State University

Visca, Baybay City, Leyte

Dear Ma'am,

Greetings!

Please accept my enclosed application for the position of Administrative Aide III in your good office. Having read through the job description, I am thrilled to be applying for this position as my 3 years of experience and skills match the requirements you're looking for.

I am confident that my credentials, background in the field of administrative work, being an HR Coordinator worked in a manpower agency will help me a lot in carrying out difficult yet challenging task that will be given to me.

At my current position, I have been responsible for interviewing new applicants, conducting new employee's orientation, organize trainings, filing and keeping employee's files, and any admin-related task of the office. I am valued by all the staff in the organization as being flexible at work and going the extra mile to deliver the work on time with utmost accuracy was my prior motive. I believe that I have the ability to perform the administrative aide duties, and train others on how to perform this role effectively, should the need arise.

I look forward to hearing back from you regarding this application opportunity. You can reach me anytime by this number 09760562313 and call me for an interview at any time of your convenience. In the meantime, I have attached the pertinent documents for your perusal. Thank you very much!

Very truly yours,

PRIMROSE DIAZ MAZO

Applicant

