

July 13, 2024

To whom it may concern:

I hope this letter finds you well. I am writing to humbly apply for the Administrative Aide/Assistant position at Visayas State University. With a background in accounting and administrative experience, I am enthusiastic about the opportunity to contribute to your team's success.

Having experiences as an office clerk, I have honed my attention to detail and organizational skills, ensuring accuracy in records and reports. My humble experience has taught me the importance of adhering to deadlines and maintaining the highest level of integrity in all tasks.


I am grateful for the opportunities I've had to develop my administrative abilities. These skills have allowed me to handle office responsibilities efficiently and support my colleagues effectively, fostering a harmonious and productive work environment.

I understand that there is always room for growth and learning, and I am eager to continue learning from my future colleagues at VSU. I am committed to contributing my best efforts to help achieve the organization's goals with humility and dedication.

Thank you for considering my humble application. My resume is attached for your review. I am open to discussing my qualifications further during an interview, should you find it suitable.

I am sincerely grateful for your time and consideration.

Sincerely,


MAY G. DAMAYO
Applicant