

ANDREW A. MAZO  
Head  
Institute of Human Kinetics  
Visayas State University  
Visca, Baybay City, Leyte

Lovely V. Paderes  
Santa Fe, Matalom, Leyte,  
6526  
09632656220  
[lovely.paderes@vsu.edu.ph](mailto:lovely.paderes@vsu.edu.ph)

Dear Mr. Andrew A. Mazo,

I am writing to express my interest in the Administrative Aide IV position at the Institute of Human Kinetics, as advertised on VSU HRIS. With a background in administrative support, office management, and a proven ability to multitask in a fast-paced environment, I believe I would be a valuable asset to your team.

In my previous role at the Department of Agronomy as Clerk/AddRC, I successfully managed a variety of administrative tasks, including scheduling appointments, maintaining office supplies, coordinating meetings, and handling correspondence. My attention to detail, organizational skills, and proficiency in office software have consistently allowed me to contribute to smooth daily operations. Additionally, my ability to handle confidential information with discretion and my commitment to providing excellent customer service align with the responsibilities outlined in your job description.

Enclosed is my resume, which provides further details about my qualifications. I would welcome the opportunity to discuss how my experience can benefit your organization. Thank you for considering my application, and I look forward to the possibility of contributing to your team.

Sincerely,

Lovely Vasquez Paderes