

JHON MICHAEL G. MALAQUE

Purok 3, Brgy. Maslug
Baybay City, Leyte, 6521
jhonmichael.malaque@gmail.com
09501586178
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MARISEL A. LEORNA

Director
National Coconut Research Center-Visayas
Visayas State University
Visca, Baybay City, Leyte

Dear Ma'am,

Good day!

I am writing to formally express my intent to apply for the **Administrative Aide VI position** at the National Coconut Research Center of the Visayas State University. I am a **licensed teacher** with experience in both the education and administrative fields, including six months as a **Bank Teller** and six months as an **Office Clerk**. I believe my diverse background equips me with the necessary skills to contribute meaningfully to your team.


As a licensed educator, I am trained in organization, multitasking, and effective communication—skills that are highly transferable to administrative work. My experience as a **Bank Teller** at the Philippine National Bank (PNB) enhanced my ability to work accurately under pressure, handle confidential information, and provide excellent client service. In my role as an **Office Clerk** at the Office of the House Representative, Hon. Carl Nicholas Cari, I handled clerical tasks such as filing, document preparation, and office coordination, which helped me develop a strong foundation in administrative processes.

I am confident that my adaptability, attention to detail, and commitment to professional service will allow me to perform well as an Administrative Aide. I am eager to apply my knowledge and experiences in a government setting where I can continue to grow while serving the public efficiently.

Attached are my relevant documents for your consideration. I would welcome the opportunity to further discuss how I can contribute to your office. You may contact me at 09501586178 or jhonmichael.malaque@gmail.com at your convenience.

Thank you for your time and consideration.

Sincerely,


JHON MICHAEL G. MALAQUE