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Visayas State University
Records and Archives Office
Visayas State University
Brgy. Pangasugan, Visca
Baybay City, Leyte , 6521

Dear Hiring Committee,

I am writing to express my interest in the Administrative Aide VI position within the Records and Archives Office at Visayas State University, as advertised. With a brief but enriching experience as an Administrative Assistant at the DILG office in Baybay Municipality, I am excited to further develop my skills and contribute to your esteemed institution.

During my tenure at the DILG office, I gained valuable insights into administrative tasks such as data entry, document management, and providing clerical support. Despite the short duration, this experience instilled in me a strong work ethic, attention to detail, and the ability to thrive in a fast-paced environment.

I hold a Bachelor of Secondary Education from Visayas State University, which has equipped me with a solid foundation in administrative processes and organizational skills. While my experience may be limited, I am eager to leverage my skills and enthusiasm to support the efficient operations of the Records and Archives Office.

I am particularly drawn to the opportunity to contribute to the preservation and organization of the University's records, recognizing the importance of maintaining a reliable archival system for future reference and research purposes.

Furthermore, I am highly proficient in utilizing various computer applications and am comfortable working with databases, which I understand are crucial aspects of this role.

I am enthusiastic about the possibility of joining the team at Visayas State University and am eager to bring my enthusiasm, dedication, and fresh perspective to the Records and Archives Office. Thank you for considering my application. I am looking forward to the opportunity to discuss how my skills and experiences can contribute to the continued success of your department.

Warm regards,

Lorieza Truya