

April 10, 2025

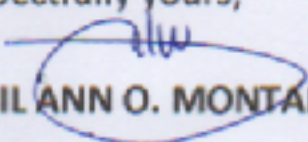
Mario Lilio P. Valenzona
Director
Project and Development
Visayas State University
Visca, Baybay City, Leyte

This is about the job opening at your office which was posted earlier this week. I came across your job posting and was excited to submit my resume, as it showcases my 2 years of experience and skills that meet the necessities you are looking for. I would like to apply for the role of Administrative Aide VI in your esteemed organization as it would be an incomparable and inspiring opportunity for me.

At my current position, I have been responsible for evaluating student records, assessing subjects and credits earned in other schools, and serving as a specialist and consultant for the assigned courses. Checks or verifies and initial signs prepared Transcript of Records and certification, prepares list of candidates for graduation, and furnishes copies to the department/college deans, and performs other related tasks as may be assigned from time to time. 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. My resume delivers more insight into my administrative aide background throughout my experience, along with my academic particulars and how it relates to your valued organization.

I would be glad to join the team and use my experience and skills to the fullest and grow along with the organization, and create a positive and energetic atmosphere for the team. I look forward to conversing further in the opportunity of joining your team. Thank you for your time and attention.

Respectfully yours,


APRIL ANN O. MONTALBAN