

Ma. Princess Joenna Christell Nacorda

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The Human Resource Management Office

Visayas State University

Baybay City, Leyte

Dear Sir/Madam:

Greetings!

I am writing to express my interest in the position of Administrative Aide VI (CTFWRE) at Visayas State University, as advertised. I am confident that my skills, dedication, and enthusiasm for administrative work make me a suitable candidate for this role.

As a highly organized and detail-oriented individual, I possess strong clerical and office management skills. I am proficient in handling routine administrative tasks such as filing, record-keeping, scheduling, and data entry. I also have a good command of Microsoft Office applications and am capable of maintaining efficient office workflows.

My work ethic is grounded in reliability, professionalism, and a commitment to supporting the goals of the institution. I believe that being part of VSU would allow me to grow while contributing meaningfully to its academic and administrative functions. I am eager to work in a dynamic and service-oriented environment like yours.

I would be grateful for the opportunity to further discuss how I can be of service to your office.

Thank you very much for considering my application. I look forward to the opportunity to speak with you at your convenience.

Respectfully yours,

Ma. Princess Joenna Christell S. Nacorda

A handwritten signature in black ink, appearing to read 'Princess', with a stylized flourish at the end.