



NIKKA MARIE M. MAZO

LICENSED PROFESSIONAL TEACHER

JULUIS V. ABELA

*Head, University DRRM Safety and Security Office
Visayas State University
Visca, Baybay City, Leyte*

Dear Ma'am,

I am writing to show my interest in the position of Administrative Aide III that the office is looking to fill. I have given the application ample attention and am aware of how important the job will be, and it has led me to this conclusion. This decision is backed by my experience as an Administrative office/Personnel during my ROTC years and I believe this will help me get through the job.

My name is Nikka Marie M. Mazo, and on August 3, 2023, I received my Bachelor of Secondary Education with a major in Social Studies from Visayas State University. And I just passed the March 2024 Professional Teacher Licensure Examination, thanks to God's guidance during the process.

By accepting as many qualities as possible that I may not possess, I will ensure you a good and satisfactory performance. I will be a positive learner to add value to the office and meet expectations with high standards and quality. This letter expresses my interest in exploring the experience this opportunity will provide me. Through my experience working with people during my college years, I am confident that I will be able to make a significant contribution to the development and implementation of the desk's mission and vision.

Here I attach my resume for your review. Looking forward to the opportunity to meet with you and discuss how my skills and strengths can best benefit the School. I appreciate your thoughts and time.

Sincerely,


NIKKA MARIE M MAZO