

Alondra M. Poliquit

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Kiga, San isidro

Baybay City, Leyte

April 18, 2023

Dear Ms. Colis:

HONEY SOFIA V. COLIS
Director
Human Resource
Management Office
Visayas State University
Visca, Baybay City, Leyte

I am writing to express my interest in the Administrative Aide position that was advertised on the VSU website. With my skills in administrative support and customer service, I believe that I would be a valuable addition to your team.

In my 6 months of experience working as a data encoder and office staff roles, my experience has given me the opportunity to develop excellent communication and organizational skills, which I believe are essential for this position.

NICK FREDDY R. BELLO
Head
Accounting Office
Visayas State University
Visca, Baybay City, Leyte

In my most recent role at Philippine Coconut Authority, I was responsible for handling a wide range of tasks, including inputting data to the database, organizing outputs, data verification, and entertaining clients who visits the office. I also provided exceptional customer service to clients and colleagues, ensuring their needs were met in a timely and efficient manner.

DR. DANIEL LESLIE S. TAN
Vice President
Administration and
Finance
Visayas State University
Visca, Baybay City, Leyte

I am confident that my experience and skills make me a strong candidate for the Administrative Aide position. I am excited about the opportunity to work for your organization and contribute to its success.

Thank you for considering my application. I look forward to the opportunity to further discuss my qualifications with you.

Best Regards,

Alondra M. Poliquit