

August 8, 2025

MS. HONEY SOFIA V. COLIS

Director

Human Resources and Management Development
Visayas State University

Dear Ms. Colis;
Good day!

I am writing to formally express my interest in the position of Administrative Aide III in your esteemed office. I hold a Bachelor's degree in Secondary Education, major in Mathematics, and bring with me a diverse background in both the private and public sectors, including over two years of experience in sales and marketing, and more recently, three months of service as an Emergency Job Order (JO) employee at the Data Privacy Office.

My experience in sales and marketing allowed me to develop strong organizational, communication, and customer service skills. I was responsible for managing client relations, coordinating marketing campaigns, preparing reports, and executing promotional strategies. These experiences have strengthened my ability to handle multitasking, meet deadlines, and ensure efficiency in administrative functions.

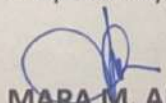
In my current role at the Data Privacy Office, I am involved in handling confidential records, reviewing data privacy compliance documents, and supporting various administrative and clerical duties. This experience has enhanced my attention to detail, integrity, and commitment to data security — key traits essential for government service.

Moreover, my academic background in mathematics has provided me with excellent analytical and problem-solving skills, which are valuable in managing records, preparing documentation, and interpreting data for reports.

I am a highly motivated and dedicated individual with a strong sense of responsibility and professionalism. I am eager to contribute to your team by providing efficient administrative support and maintaining the standards of public service excellence.

I would be grateful for the opportunity to further discuss how my qualifications align with the goals of your office. I am available for an interview at your most convenient time. Thank you for considering my application.

Respectfully yours,


MARA M. ALAO