

Joanna Angelie Sanchez

Hipusngo

Baybay City, Leyte, 6521

09816346118

angeljo2895@gmail.com

July 07, 2025

The Human Resource Management Office

Visayas State University

Baybay City, Leyte

Dear Sir/Madam:

Good day!

I am writing to express my sincere interest in applying for the position of Administrative Aide at Visayas State University. I may not have formal work experience in this role, but my time as a student assistant and a Bachelor of Science in Animal Science student has equipped me with valuable skills that I believe are relevant to the position.

As a student assistant, I was entrusted with various office-related tasks such as organizing files, encoding data, assisting faculty members, and maintaining records. These responsibilities helped me develop discipline, attention to detail, and basic knowledge in administrative functions. I also learned the importance of teamwork, confidentiality, and professionalism in a university setting.

My academic background in Animal Science has trained me to be organized, hardworking, and goal-oriented. I am eager to apply these traits in a professional environment, and I am willing to be trained to meet the expectations of the role.

Being part of Visayas State University has instilled in me a deep appreciation for public

service and academic excellence. I would be honored to continue serving the institution in an administrative capacity.

Attached herewith are my résumé and supporting documents for your kind consideration. I am willing to attend an interview at your convenience to further discuss how I can contribute to your team.

Thank you very much for your time and consideration.

Sincerely,  
Joanna Angelie Sanchez