

ANDRELITO T. GANDA

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09502766739

HONEY SOFIA V. COLIS

Director, HRMO
Visayas State University (VSU)
Baybay City, Leyte

Dear Dir. Colis,

I am writing to express my interest in the Administrative Assistant position, as advertised in Civil Service Commission portal. With a strong background in administrative support, property management, and a keen attention to detail, I am confident in my ability to contribute effectively to your team.

I have 20years of experience working in administrative roles. In my most recent position at Saint Thomas Aquinas College, I was responsible for managing office operations and coordinating property maintenance. My ability to multitask and prioritize has allowed me to manage various administrative and property-related tasks efficiently.

In addition to my technical skills, I possess strong organizational and communication abilities. I thrive in dynamic environments and I am always eager to take on new challenges and responsibilities. My proficiency in property management software, along with the Microsoft Office Suite, equips me to handle the diverse tasks associated with the Administrative Assistant role effectively.

I am excited about the opportunity to join and contribute to its continued success. I look forward to discussing how my background, skills, and certifications align with the needs of your team. Thank you for considering my application. I am available at your earliest convenience for an interview and can be reached at 09502766739 or via email at litoganda77@gmail.com.

Sincerely,



ANDRELITO T. GANDA
Applicant