

March 1, 2023

Santiago T. Peña Jr.

Head

College of Veterinary Medicine

Visayas State University

Visca, Baybay City, Leyte

Dear Mr. Peña:

When I learned of Visayas State University's search for an Administrative aide, I hastened to submit my resume for your consideration. As a highly organized and efficient professional with strong communication skills and exceptional interpersonal talents, I am prepared to significantly contribute to your school department's goals.

My background includes supporting across a full range of day-to-day operations while driving organizational efficiency and maximizing productivity. From monitoring records to produce reports and creating presentations, I excel at prioritizing tasks, collaborating with peers and management teams, and encouraging improved internal processes and procedures.

Highlights of my experience include the following:

- Performing administrative activities- including data entry, scheduling, filing, word processing, and distributing mail-while adhering to procedures and regulations.
- Demonstrating an unwavering commitment to providing outstanding support within fast-paced environments and achieving organizational success.
- Excelling at balancing multiple tasks while providing organization, interpersonal, and problem-solving skills.
- Thriving in independent roles, completing all tasks in a timely manner with minimal supervision.

My skills in general administration and organization, along with my dynamic collaborative abilities and my positive attitude and work ethic, position me to excel in this role. I would appreciate the opportunity to offer more insight into my qualifications.

Thank you for your consideration, and I look forward to speaking with you soon.

Sincerely,

Kristine Janivy Loreto-Waquiz