

241 Brgy. Cogon
Baybay City, Leyte, 6521

April 3, 2024

MS. HONEY SOFIA V. COLIS

Director

Human Resources and Management Development
Visayas State University

Dear Ms. Colis;
Good Day!

I am writing to express my interest in the position of Administrative Aide III. With a Bachelor's degree in Education, majoring in Mathematics, and over two years of experience in sales and marketing, I am confident in my ability to contribute effectively to your team. My strong analytical skills, attention to detail, and ability to communicate effectively make me well-suited for this role.

During my time in sales and marketing, I was responsible for managing customer relationships, coordinating marketing strategies, and developing promotional materials. I developed strong organizational and multitasking abilities, as well as the skills to handle administrative tasks, such as scheduling, record-keeping, and data analysis.

In addition to my professional experience, my academic background in Mathematics has provided me with a strong foundation in analytical thinking, data management, and systematic problem-solving. These skills are highly transferable and will aid in managing administrative tasks, analyzing reports, and maintaining accurate records in your organization.

I am highly motivated, detail-oriented, and eager to apply my knowledge and skills to support your team's objectives. I believe that my unique combination of education and experience makes me an excellent candidate for the Administrative Aide III position.

I would welcome the opportunity to further discuss how my background, skills, and experiences align with the needs of your organization. Thank you for considering my application, and I look forward to the possibility of contributing to your team. I am available for an interview at your earliest convenience.

Respectfully yours,

MARA M. ALAO