

Donnalyn Joanna S. Diaz

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19 A. Mabini St. Baybay City, Leyte

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Honey Sofia V. Colis

Director, Human Resource Management

Visayas State University

Visca, Baybay City, Leyte

Dear Ms. Colis,

I am writing to express my interest in the position of Admin Aide III (Clerk I) – Casual at the Center for Continuing Education, Visayas State University. As an alumna with a background in agribusiness, leadership, and community service, I possess strong organizational, communication, and multitasking skills that are well-suited for administrative functions.

During my on-the-job training at Guimaras Wonder's Farm, I assisted with documentation, inventory, and record-keeping tasks that required accuracy and attention to detail. I also gained experience in preparing reports, organizing meetings, and coordinating projects—experiences that enhanced my administrative abilities and strengthened my capacity to manage time effectively.

Beyond academics, I was honored as a YFC Regional Awardee and Nationalist in 2024, achievements that reflect my dedication, teamwork, and discipline. Additionally, my participation in INNOV8 2024 showcased my adaptability, problem-solving, and strong communication skills—all essential qualities for administrative support roles.

I am eager to contribute my skills, commitment, and enthusiasm to the administrative team of Visayas State University. I would be grateful for the opportunity to further discuss how my qualifications align with the requirements of the position.

Thank you for considering my application.

Respectfully yours,

Donnalyn Joanna S. Diaz