

LALAIN M. MAZO

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December 10, 2025

JOEL REY U. ACOB

Director

Quality Assurance Center

Visayas State University

Visca, Baybay City, Leyte

Dear Mr. Acob,

Good day!

I am writing to formally express my interest in the Administrative Aide position in your good office. With my skills in office assistance, records management, communication, and basic clerical work, I believe that I can contribute effectively to the smooth and efficient delivery of services in your department.

I possess strong organizational skills, attention to detail, and the ability to handle tasks responsibly. I am also proficient in basic computer applications such as MS Word, Excel, and PowerPoint, and I can work both independently and as part of a team. I am committed to maintaining professionalism, confidentiality, and quality service in every task assigned to me.

I am eager to bring my dedication, work ethic, and willingness to learn to your institution. Attached herewith are my resume and other supporting documents for your review. I would be grateful for the opportunity to discuss how I can contribute to your office.

Thank you very much for considering my application. I look forward to the possibility of serving in your esteemed office.

Respectfully yours,


LALAIN M. MAZO