

December 17, 2025

**RENEZITA S. COME**

Dean  
Faculty of Forestry and Environmental Science  
Visayas State University  
Visca, Baybay City, Leyte

Dear Ma'am,

I am writing to express my interest in the Administrative Aide position at the Faculty of Forestry and Environmental Science office. With my strong background in administrative support and my commitment to efficiency and organization, I am confident in my ability to contribute effectively to your team.

I am a graduate of Bachelor in Secondary Education at the Visayas State University - Main Campus, after graduation, I was elected as the barangay SK Chairperson where I developed my interpersonal skills during community servicing and in managing office operations, processing paper works, assistant in processing Barangay Business Permit and renewal, handling correspondence, and providing exceptional support to senior staff. I am adept at using various office software, managing schedules, and maintaining accurate records. My attention to detail and problem-solving abilities have consistently helped streamline processes and improve overall office productivity.

I am excited about the opportunity to bring my experience and skills to your team and support your administrative and scientific functions.

Thank you for considering my application. I look forward to the opportunity to discuss how my background and skills align with the needs of your organization. I can be reached at 09502811459 or via email at [borcimanuelkenneth@gmail.com](mailto:borcimanuelkenneth@gmail.com) to schedule an interview.

Sincerely,

**MANUEL KENNETH R. BORCI JR.**  
Applicant