

August 17, 2023

MICHELLE C. TOLIBAS

Department Head
College of Nursing
Visayas State University
Visca, Baybay City, Leyte

Dear Ma'am:

RE: Application for Administrative Aide VI Position

I am writing to express my strong interest in the Administrative Aide VI position currently available at Visayas State University College of Nursing. With my exceptional administrative skills, attention to detail, and dedication to providing efficient support, I am confident in my ability to contribute to the success of your organization.

I possess a Bachelor's Degree in Education which has equipped me with a solid foundation in administrative and organizational tasks. Throughout my professional experience, I have developed a comprehensive skill set, including:


1. Administrative Support: Proficient in managing calendars, scheduling appointments, coordinating meetings and conferences, and handling travel arrangements. I am skilled in using various software applications, such as Microsoft Office and database management systems.
2. Communication and Correspondence: Demonstrated ability to draft professional emails, letters, and reports. I have excellent written and verbal communication skills, enabling me to effectively communicate with internal and external stakeholders.
3. Record Keeping and Documentation: Experienced in maintaining accurate records, filing systems, and databases. I am adept at organizing and managing confidential documents, ensuring easy retrieval and confidentiality.
4. Customer Service: Proven track record of delivering exceptional customer service. I possess strong interpersonal skills and the ability to handle inquiries, resolve complaints, and address customer needs in a professional and courteous manner.
5. Time Management: Highly organized and efficient at prioritizing tasks, managing multiple projects simultaneously, and meeting deadlines. I am accustomed to working in fast-paced environments and adapting quickly to changing priorities.

Furthermore, I am a detail-oriented individual with a proactive approach to problem-solving. I possess a strong work ethic, am highly dependable, and can work well both independently and as part of a team. My friendly and professional demeanor enables me to establish positive relationships with colleagues and clients, fostering a harmonious work environment.

I am excited about the opportunity to contribute to the success of the organization and believe that my skills and qualifications align well with the requirements of the Administrative Aide position. I am confident that my dedication, resourcefulness, and commitment to excellence will make me a valuable asset to your team.

Thank you for considering my application. I have attached my resume for your review. I would welcome the opportunity to discuss my qualifications further and how I can contribute to your organization's goals. I can be reached at +639924022321 or dmontyza@gmail.com.

Thank you for your time and consideration.

Sincerely,

MONTYZA DERECHO
Applicant