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ALICIA M. FLORES
Head
Budgeting Office
Visayas State University

Dear Ms. Flores,

I am writing to express my interest in the Administrative Aide VI position at the Budgeting Office. I am confident that my administrative background, dedication to quality service, and willingness to learn make me a strong candidate for this role.

I have experience in administrative support, including document handling, organizing files, and performing clerical tasks efficiently and on time. I am dependable, detail-oriented, and capable of working independently or with a team. I consistently aim to provide courteous and effective service while following established procedures.

I adapt well to changes and maintain a positive attitude in challenging situations. I also value open communication, respect, and professionalism in the workplace—qualities that help me contribute to a collaborative and productive environment.

Thank you for considering my application.

Sincerely,



Jerlyn Donayre

Applicant