

ANGELITO I. DAING

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RENECITA S. COME

Dean
College of Forestry and Environmental Science
Visca, Baybay City, Leyte, 6521

Dear Dr. Come,

Good day!

I am writing to formally apply for the position of Administrative Aide at the Institute of Tropical Ecology and Environmental Science. I am a graduate of Bachelor of Science in Agriculture from Visayas State University, and I am eager to contribute my skills, work ethic, and commitment to excellence in support of the faculty's academic and administrative functions.

During my academic years, I was given the opportunity to work as a Student Assistant for one academic year, where I gained hands-on experience in performing essential administrative tasks. These included filing and organizing documents, assisting in office correspondence, encoding reports, managing records, and providing general office support to faculty members and staff. This experience allowed me to develop strong organizational skills, attention to detail, and the ability to work efficiently in a professional office environment.

My academic background in agriculture has equipped me with a solid understanding of university operations related to scientific and academic work, which I believe aligns well with the mission and activities of department. I am proficient in basic office applications, capable of handling multiple tasks, and able to work independently as well as collaboratively with colleagues. Moreover, I am dependable, adaptable, and committed to maintaining confidentiality and accuracy in all administrative responsibilities.

I would welcome the opportunity to join your team and support the important work being done at ITEEM. Thank you for considering my application. I look forward to the possibility of discussing how my background aligns with your needs. You may contact me at 09630165879 or angelitod732@gmail.com at your convenience.

Sincerely,



ANGELITO I. DAING
Applicant