

March 24, 2025

JESSAMINE C. ECLEO

Head

Procurement Office

Visayas State University

Visca, Baybay City, Leyte

Dear maam:

I am writing to express my interest in the Administrative Assistant I position in the Procurement Office. With four years of experience as a Deputy Document Records Controller and a strong background in customer service, I am confident in my ability to contribute effectively to your team.

I hold a Bachelor of Science in Agribusiness from Visayas State University, Baybay City, Leyte, and successfully passed the PPT-Civil Service Examination (Sub-Professional Level) in August 2022. My academic background, combined with my practical experience, has equipped me with the skills necessary for this role.

In my previous position, I managed customer accounts, processed transactions, addressed fraud issues, and resolved account limitations. Engaging with clients from diverse backgrounds has strengthened my problem-solving abilities and enhanced my communication skills. My keen attention to detail and ability to work independently are qualities that I believe are essential for an administrative role, especially in a procurement setting where accuracy and organization are crucial.

I am eager to contribute my expertise to your office and am open to any training or seminars that would further enhance my skills. I would welcome the opportunity to discuss my qualifications in more detail. Thank you for your time and consideration. I look forward to your response.

Warm regards,

NOESSA C. DAVID

Admin Aide IV