

November 24, 2023

Dr. Beatriz S. Belonias

Vice President for Academic Affairs
Office of the Vice President for Academic Affairs
Visayas State University
VisCa Baybay City, Leyte

Thru: Ms. Honey Sofia V. Colis

Director, HRMO
Visayas State University
Baybay City, Leyte

Dear Dr. Tan,

I am writing to express my keen interest in the position of Admin Assistant III within the Office of the Vice President for Administration and Finance at Visayas State University. As an existing member of the university community in my role as Admin Aide III at the Horticulture Department for the past three years, I have developed a deep understanding of the university's administrative operations and a strong commitment to its academic and administrative excellence.

In my current role, I have honed my abilities in managing complex administrative tasks, often under short time constraints. My experience in the Horticulture Department has familiarized me with the intricate and dynamic nature of university administration. I have consistently demonstrated my capability to handle unexpected work demands and make critical decisions, even in high-pressure situations. This adaptability, coupled with my openness to learning and personal growth, has been pivotal in my career development.

At 30 years old, I bring not only my professional experience but also a youthful vigor and a forward-thinking approach to the administrative challenges faced by the university. My commitment to excellence and my ability to work efficiently under pressure are traits that I believe are essential for the role of Admin Assistant III.

I am enthusiastic about the opportunity to bring my knowledge, skills, and experience to a broader role within the university. I am confident that my background in handling diverse and challenging administrative tasks, along with my proactive approach to problem-solving and my eagerness for continuous learning, make me a strong candidate for this position.

Enclosed is my resume, which provides further details about my professional journey. I am eager to discuss how I can contribute to the continued success and smooth operation of the Office of the Vice President for Administration and Finance. Thank you for considering my application. I look forward to the possibility of contributing further to our esteemed university.

Sincerely,


MIKKO ZILLAH D. ROSELLO

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