

September 26, 2024

To: **VIVIAN V. BALBARINO**  
Head  
Supply and Property Office  
Visayas State University  
Visca, Baybay City, Leyte

Dear Ms. Vivian,

Warm greetings to you!

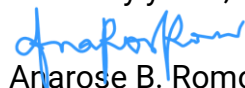
I am Anarose B. Romo, 24 years of age, residing at Brgy. Gakat Baybay City, Leyte. I graduated with a bachelor's degree in Agribusiness from the Visayas State University last August 2022, as a Cum Laude. I would like to extend my great interest in applying for the Administrative Officer I position at the Supply and Property Office. It has come to my knowledge that your good office is currently looking for through the job posting in the VSU website.

Currently, I am working under the supervision of Ms. Charmagne Faith F. Capuno, the Customer Feedback Officer, at Quality Assurance Center here in Visayas State University- Main Campus. I am tasked to collect, analyze, and generate reports based on the data/ratings and comments I gathered from the survey forms in every office.

I am confident that my strong analytical and communication skills, proficiency with Microsoft Office, and prior part-time employment experiences have equipped me with the work ethic, patience, and values necessary to function and be effective as I aim to play this essential role. My family and my aspirations in life have greatly motivated me to aim for growth in my career.

I am looking forward to hearing from you regarding this letter, you may contact me through my email: [anaroseromo@gmail.com](mailto:anaroseromo@gmail.com) or at 09510453611. Rest assured that I am willing to be trained and open-minded to learning more skills and values from the people that I will be working with in the future. Thank you and God Bless us all!

Sincerely yours,



Anarose B. Romo