

MARIA ROBERTA S. MIRAFLOR

Head

Records and Archives Office

Visayas State University

Visca, Baybay City, Leyte

Dear Ma'am Miraflor

Good Day!

I am writing this letter to apply for the position of Administrative Officer at your Department.

I graduated with an accounting degree from Philippine Christian University. I am currently employed as an Accounting Assistant at DBSN Farms Agriventures Corp.

I firmly believe that the skills and experiences that I have gained make me an ideal candidate for Administrative Officer position.

Attached is my Personal Data Sheet and other requirements for your perusal. Please let me know if you need any additional details. I will furnish it at the earliest.

Thank you for considering application. I look forward to hearing from you. I can be reached at 0947-667-3280/ 0906-904-6182.

Best Regards,



Maria Java A. Ortega